

**1999  
Catalog of  
Audiovisual  
Media  
Productions**

**Federal Judicial Center**

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when printing two-sided

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This catalog lists the educational programs on audiotape, videotape, and computer disk that are available for loan through the Media Library of the Federal Judicial Center's Information Services Office. This catalog replaces all earlier editions. The items are arranged in sections by subject matter, as indicated in the Table of Contents. Within each section or subsection, the items are arranged alphabetically by title. A complete Index of Titles appears on page 149.

### **Production dates of items in the catalog**

Users should note the date of production for individual items. An educational program on a cassette is no different from a book or article; it is current as of the time it was produced. Although the Center deletes obviously dated material from the catalog with each new edition, even recent entries might be rendered obsolete in part by subsequent developments, such as Supreme Court decisions.

### **Who may borrow items in the catalog**

The Center will lend items in this catalog to any judge or employee of the federal judicial branch.

### **Sources of items in the catalog**

The Center's Media Library contains Center-produced media programs, recordings made at Center seminars and workshops, and programs purchased from commercial sources and other government agencies.

### **Center seminars and workshops**

The programs listed under the subheading "Seminars" within a subject category are recordings of presentations made at Center seminars and other Center educational meetings. Most of these presentations have been recorded on an ordinary portable tape recorder that does not capture all audience comments or filter out background noise. Seminars professionally recorded by our media staff are marked "high-quality recording."

Although the Center records most seminar and workshop presentations on audiotape, the catalog lists only a selection of these presentations. Those listed have been selected on the basis of their topicality and level of past usage.

### **How and when to submit requests**

Court personnel should photocopy the Media Library Loan Request Form on page vii to request items from this catalog. All requests must indicate the individual borrower's name as well as the name of the court. All video programs listed in this catalog are available in VHS format.

Audiotapes can be made of some of the videotapes listed in the catalog. Such items have two catalog numbers. When ordering these items, choose the catalog number corresponding to the format you want. Please allow additional time if requesting an audiotape of a videotape program, since such audiotapes are usually made to order.

So that we can ship items in time for scheduled dates of use, requests should be submitted as far in advance as planning will permit, and in any event no less than two weeks in advance. Given sufficient lead time, the Media Library will ship all available items in advance of the dates they are needed. All requests are filled in the order received.

### **When to return items**

Items are due back to the Media Library three weeks after they are shipped to you. Return print material accompanying programs with the item. You may photocopy uncopyrighted materials before returning them.

The Media Library is a lending library, circulating items to users for limited, fixed periods with the expectation that they will be returned on time by the person who borrowed them. Failure to comply with any of the above guidelines may make it necessary to suspend a user's borrowing privileges.

### **How to return items**

Pack audiotapes, videotapes, and diskettes in boxes or padded bags for protection. Please call attention to any damaged items so that they can be repaired or replaced before they are circulated to other users. Return shipments in the following manner:

- Return shipments containing commercially produced items via Federal Express. The Center will enclose a return air bill with all such shipments. The borrower is responsible for completing the air bill and arranging for pickup by Federal Express; the shipping charge will be paid by the Center.
- Return shipments containing only Center-produced items via U.S. Mail, using “Priority” labels.

### **How to evaluate items**

Evaluation forms accompany some of the items listed in the catalog. Please complete the evaluation forms and include them in the return packet. Complete only one copy of the form for each group presentation. However, if individuals use the program separately, each person should complete a copy of the evaluation form. We use these forms to determine the value and usefulness of items and to prepare statistical reports and summaries necessary in accounting for use of the Center’s funds. Whenever possible, please let us know if the material is out of date or otherwise incorrect.

### **Whether items may be duplicated**

Center seminars and productions are in the public domain; you may duplicate any item listed in this catalog under the subheading “Seminar” or labeled as an FJC Production. The catalog also lists items produced by private institutions, associations, and companies. Most of these items are copyrighted, and none of them may be duplicated or otherwise reproduced without written permission of the producer.

### **Technical problems**

Some X-ray machines may erase or otherwise damage audio or video recordings. Because of the importance of security procedures, however, the Center no longer puts “Do Not X-Ray” labels on its media mailings. If a cassette fails to perform adequately, please return it to the Center with an explanation of the problem.

# Media Library Loan Request Form

Photocopy for use. Please print or type.

Date request submitted: \_\_\_\_\_

Titles	Programs requested	Catalog numbers
_____	_____	_____
_____	_____	_____
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Borrower's name: \_\_\_\_\_

Court name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

street (deliveries cannot be made to post office boxes)

\_\_\_\_\_

room number or internal mail system identifier

\_\_\_\_\_

city state ZIP code

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

area code area code

Needed on or before: \_\_\_\_\_

Mail form to Media Library, Federal Judicial Center, One Columbus Circle, N.E., Washington, DC 20002-8003, or fax it to (202) 502-4077.

Questions? Call the Media Library at (202) 502-4156.

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# ALTERNATIVE DISPUTE RESOLUTION

*see also* HEALTH CARE LEGAL ISSUES; SETTLEMENT

## **Dispute Resolution and the Courts: An Overview**

National Institute for Dispute Resolution (1989)

1548-V/89 (one videotape) (29 min.)

Examines dispute resolution at every level of the justice system: mediation in community justice centers, court-ordered arbitration in different settings, and summary jury trials in multimillion dollar cases.

## **Mediation in Action: Resolving a Complex Business Dispute**

Kaity Tong, Stephen Goldberg, Richard Chernick, Irene Warshauer, Edward Lynch, Robert Walker

CPR Institute for Dispute Resolution (1994)

2531-V/94 (one videotape) (36 min.) (pamphlet) (study guide)

Demonstrates the use of mediation to resolve a contract dispute and shows a highly skilled mediator using a variety of techniques to lead the disputing parties to a successful resolution. It also highlights how the parties develop and evaluate options during different stages of the mediation. The Center sent this program to each federal court library location (circuit, district, satellite and branch) when it was produced.

## **National ADR Institute for Federal Judges**

Federal Judicial Center, Center for Public Resources/CPR Legal Program, Harvard Law School, ABA Litigation Section (Nov. 1993)

2419-V/93 (three videotapes) (4 hr. 39 min.) (program guide/transcript) (manual)

Introduces dispute resolution processes, both private and judicial, and provides a broad framework for understanding how these processes work and what they offer the public judicial system. Topics of discussion include early neutral evaluation, court-annexed arbitration, and summary jury trials. Explores selected program design and policy questions involved in developing and operating court-wide ADR programs. (Tape quality is low because of difficulties taping on location, but viewers may find the value of the material presented outweighs the technical deficiencies.)

## **Out of Court: The Mini-Trial**

Center for Public Resources (1986)

507-V (one videotape) (56 min.)

Explains and dramatizes the "mini-trial," a private dispute-resolution technique using a neutral arbitrator and participation by principals of disputing corporations.

## **Summary Jury Trials in the Western District of Michigan**

Richard A. Enslen

FJC Production (May 1985)

VJ-071 (one videotape) (55 min.)

This is an introduction to the concept of the summary jury trial, narrated by Judge Richard Enslen (W.D. Mich.). Using fictitious cases, the program demonstrates a pretrial conference; attorneys' summary presentations in products liability, employment discrimination, and breach-of-contract cases; and a post-verdict settlement conference.

## **What's the Alternative?**

Center for Public Resources (1990)

1429-V/90 (one videotape) (18 min.)

Examines alternative dispute resolution techniques, including mediation, mini-trials, arbitration, and judicial arbitration. Each technique is explained and illustrated with a short vignette.

## SEMINAR

### **ADR in the Bankruptcy Courts**

Elizabeth L. Perris, Michael A. McConnell, Nancy F. Atlas  
Workshop for Bankruptcy Judges III (June 1995)  
2793-A/95 (one audiotape)

## AMERICANS WITH DISABILITIES ACT

*see also* EMPLOYMENT DISCRIMINATION; HEALTH CARE LEGAL ISSUES

## SEMINARS

### **Americans with Disabilities Act Panel**

Peggy R. Mastroianni, Arlene B. Mayerson, Frank C. Morris, Jr.  
Workshop for Judges of the Eleventh Circuit (Sept. 1996)  
3230-A/96 (one audiotape)

### **Americans with Disabilities Act Update**

Peggy R. Mastroianni, Frank C. Morris, Jr.  
Workshop for Judges of the Sixth and Eighth Circuits (Aug. 1996)  
3311-A/96 (one audiotape)

## ANTITRUST LAW

## SEMINAR

### **Antitrust Developments and Issues**

William E. Kovacic  
Joint Workshop for Judges of the D.C., Third, and Federal Circuits (Mar. 1992)  
1984-A/92 (one audiotape)

## APPELLATE COURTS

*see also* BANKRUPTCY APPELLATE PANELS

### **Appellate Judge Orientation**

Richard S. Arnold, Anthony M. Kennedy, Carol Los Mansmann, Alvin B. Rubin  
FJC Production (May 1987)  
807-A (two audiotapes) (2 hr. 1 min.); 807-V (two videotapes) (2 hr. 1 min.)  
Part I of this program discusses functioning as a federal appellate judge (1 hr.); Part II discusses organizing your chambers (1 hr. 1 min.).

**Primer on the Jurisdiction of the U.S. Courts of Appeals**

Thomas E. Baker

FJC Production (1989)

1375-A (two audiotapes)

This program is an introduction to the statutory law, case law, and rules of court governing the U.S. courts of appeals. The author traces the appeals process and analyzes jurisdictional requirements for final and interlocutory appeals, criminal appeals, review by writ, and agency appeals. Note: This is a “talking book” of the Center’s publication by the same title, which is available from the Center’s Information Services Office.

**Videoseminar for Appellate Staff Attorneys**

Bruce M. Clarke, Charles S. Arberg, Erwin Chemerinsky, Susan N. Herman, Paul M. Rashkind, Ira P. Robbins, Lynn S. Branham, Arlen B. Coyle, Molly C. Dwyer, Marcia M. Waldron, Stephen V. Armstrong, Timothy P. Terrell

FJC Production (1996)

3273-V/96 (six videotapes) (6 hr.) (print material)

This tape of a satellite program that was broadcast in November 1996 provides a review of the Supreme Court’s 1995–1996 term and a preview of its 1996–1997 term. It also presents a brief update on recent developments in federal habeas corpus law, an overview of the Prison Litigation Reform Act of 1996 (PLRA), and a discussion of PLRA issues. A Writing and Editing Workshop is also presented. Note: The *Writing and Editing Workshop for Appellate Staff Attorneys* (catalog no. 3309-V/96) is available as a separate video.

**A Word of Welcome to the Federal Judicial System (appellate judges)**

William H. Rehnquist, Rya W. Zobel

FJC Production (1995)

1786-V/95 (one videotape) (10 min.)

In this program, Chief Justice William H. Rehnquist and Judge Rya W. Zobel, director of the Federal Judicial Center, welcome new appellate judges to the federal judiciary. The program discusses assistance available from the Center and the Administrative Office of the U.S. Courts and explains the role of national and local agencies and other entities responsible for various aspects of federal court administration. For use in the orientation of appellate judges.

**SEMINARS****The Community of Courts: The Compleat Appellate Judge (Mar. 1996)****Opening of Conference; Opening Address**

Elizabeth B. Lacey, Deanell R. Tacha, Stephen G. Breyer

2999-A/96 (one audiotape)

**Federalism and the Courts at the End of the Century: Taking Stock of Shifting Jurisdictions and Caseloads**

Christine M. Durham, Orrin G. Hatch, Patrick E. Higginbotham, Francis E. McGovern, Stanley G. Feldman, Pamela A. Rymer

3000-A/96 (two audiotapes)

Discusses the current state of federalism, specifically the impact on the Constitution of the jurisdictional shift from federal to state courts.

**Shall We Dance? The Reality of the Judiciary as a Coequal Branch of Government**

Shirley Schlanger Abrahamson, Abner J. Mikva, Catherine Crier, Henry J. Hyde, Russell D.

Feingold, Charles Fried, Stephen Gillers

3001-A/96 (two audiotapes)

Explores the relationships between the three branches of government and considers to what extent appellate judges should be advocates for the third branch.

**Collegiality: A Force for Fair and Efficient Justice—a Myth, a Strength, a Weakness**

Dale Lefever, Martha Craig Daughtrey

3002-A/96 (two audiotapes)

Discusses collegiality—a key ingredient in participatory appellate jurisprudence.

**From Chambers to the Community**

Guido Calabresi, Ann K. Covington, Deanell R. Tacha, Stephen Gillers

3003-A/96 (two audiotapes)

Explores judges' relationships with the community, including the "community of courts"; discusses generally judges' responsibilities as citizens.

**Concluding Remarks—"Commencement Address"**

Elizabeth B. Lacey, Daniel J. Meador

3004-A/96 (one audiotape)

**The Federal Appellate Judiciary in the Third Century: A Bicentennial Conference of Judges of the U.S. Courts of Appeals (Oct. 1988)**

*Note:* Papers derived from the conference have been collected in a bound volume entitled *The Federal Appellate Judiciary in the Twenty-first Century*. It is available from the Center's Information Services Office.

**The Federal Appellate Judiciary Since 1789**

Russell R. Wheeler

1277-A (one audiotape) (high-quality recording)

**How Federal Appellate Courts Might Function in the Future**

Griffin B. Bell, John J. Gibbons, William J. Bauer, John C. Godbold

1278-A (two audiotapes) (high-quality recording)

**The Role of the Federal Judiciary and Possible Jurisdictional Allocations for Performing That Role in the Future**

John C. Godbold, Paul M. Bator, Martin H. Redish, Levin H. Campbell,

A. Leon Higginbotham, Jr., Jon O. Newman

1279-A (two audiotapes) (high-quality recording)

**U.S. Courts of Appeals and U.S. District Courts: Relationships in the Future**

Paul D. Carrington, William J. Holloway, Jr., Joseph F. Weis, Jr.,

William W. Schwarzer

1280-A (one audiotape) (high-quality recording)

**Federal Courts and State Courts: Relationships in the Future**

Laurence H. Tribe, Alvin B. Rubin, Robert C. Murphy, Paul H. Roney

1281-A (two audiotapes) (high-quality recording)

**Maintaining the Uniformity of Federal Law in the Future**

Kenneth W. Starr, A. Leo Levin, Byron R. White, Donald P. Lay, Pierce Lively,

Mary M. Schroeder

1282-A (two audiotapes) (high-quality recording)

**Perspectives on the Future of the Federal Appellate Judiciary: Perspectives from the Circuits: Maintaining the Character and Collegiality of the Courts of Appeals**

Charles Clark, Harrison L. Winter, Patricia M. Wald

1283-A (one audiotape) (high-quality recording)

**Perspectives on the Future of the Federal Appellate Judiciary: Perspectives from the Judicial Conference: Accommodating the Tension Between National and Decentralized Administration**

Wilfred Feinberg, Howard T. Markey, Richard S. Arnold

1284-A (one audiotape) (high-quality recording)

**Perspectives on the Future of the Federal Appellate Judiciary: Perspectives from the Political Branches: “as the Congress may from time to time ordain and establish”**

Frank M. Coffin, Charles Wiggins, L. Ralph Mecham  
1285-A (one audiotape) (high-quality recording)

**Perspectives on the Future of the Federal Appellate Judiciary: Concluding Remarks**

William J. Brennan, Jr.  
1286-A (one audiotape) (high-quality recording)

**National Workshop for Judges of the U.S. Courts of Appeals (Feb. 1993)  
C-SPAN**

**Alternatives for Federal Courts of Appeals: An Introduction to the Problems**

Edward R. Becker  
2143-V/93 (two videotapes) (1 hr. 19 min.)

**Federalism in the 21st Century**

Arthur R. Miller, Ruth Bader Ginsburg, Ellen Segal Huvelle, Elizabeth B. Lacy,  
Stanley Sporkin, Kenneth W. Starr, J. Harvie Wilkinson III  
2142-V/93 (two videotapes) (1 hr. 31 min.)

**Separation of Powers**

Stephen Breyer, Edith Hollan Jones, Stephen Reinhardt, Frank Easterbrook,  
Abner J. Mikva  
2141-V/93 (two videotapes) (1 hr. 44 min.)  
Part I: Deference to administrative agencies (*Chevron*); Part II: Uses of legislative history.

**State–Federal Jurisdiction**

William W. Schwarzer, Burt Neuborne, Thomas D. Rowe, David L. Shapiro  
2144-V/93 (two videotapes) (1 hr. 29 min.)

**Orientation for Newly Appointed Appellate Judges (Mar. 1991)**

**Organizing a Chambers**

Peter T. Fay, Ralph B. Guy, Jr.  
1700-A/91 (one audiotape)  
Utilization and hiring of law clerks and other staff; time management and chambers practices; paperwork management and office automation; utilization of library, clerk’s office, and other resources.

**Appellate Decision Making**

Jerome Farris, Bruce M. Selya, Deanell Reece Tacha  
1701-A/91 (one audiotape)  
Workload priorities; preparing for oral argument; writing separate opinions; responsibilities apart from argument panels, such as emergency or duty matters and staff matters; en banc procedures and issues.

**Relationships with Other Circuit Judges, Family, and Community**

Dorothy W. Nelson, Harry T. Edwards, Joel M. Flaum  
1702-A/91 (one audiotape)

**Court of Appeals Judges and District Court Judges: How They Perceive Each Other/  
Supreme Court Perceptions of the Courts of Appeals**

Patrick E. Higginbotham, William W. Schwarzer, John Paul Stevens  
1703-A/91 (one audiotape)

**Discharging Review Responsibilities—Selected Issues**

Mary M. Schroeder, Dorothy W. Nelson, Pauline Newman  
1704-A/91 (one audiotape)  
Translating the theory of scope of review into practice; how to review the record; utilization of law clerks (including division of labor); how to focus and identify issues; discretionary appeals.

**Federal Subject Matter Jurisdiction—Selected Issues**

James M. Wagstaffe

1705-A/91 (one audiotape)

Interlocutory appeals; extraordinary writs; selected cutting-edge issues, including preemption and the Judicial Improvements Act of 1990.

**Appellate Opinion Writing**

John C. Godbold

1706-A/91 (two audiotapes)

Theory of appellate opinions; what issues to cover or omit; when to use text and footnotes; scope of opinion.

## ATTORNEYS' FEES

### SEMINARS

**Attorneys' Fees**

Richard L. Marcus

National Workshop for District Court Judges I (May 1997)

3365-A/97 (one audiotape)

**Attorneys' Fees; Bankruptcy Law & Procedure**

Professional Fees

Robert D. Martin

Orientation for Newly Appointed Bankruptcy Judges (Nov. 1996)

3535-A/96 (two audiotapes)

**Professional Fee Management**

Randolph Baxter, Edward D. Jellen

Workshop for Bankruptcy Judges II (Feb. 1995)

2778-A/95 (one audiotape)

**Professional Fees**

Randall J. Newsome

Orientation for Newly Appointed Bankruptcy Judges (June 1995)

3077-A/95 (one audiotape)

## AUTOMATION & COMPUTERS

**The Best Defense: A User's Guide to Computer Security Today**

Commonwealth Films (1994)

3443-V/94 (one videotape) (38 min.) (leader's/user's guide)

This video shows how the end user is the first line of defense—and the best defense—when it comes to an organization's computer security. It describes the six most crucial areas of computer security, offers important end-user safeguards, and shows the consequences of computer security breaches.

**Computer Security for the Courts**

FJC Production (1989)

1181-V (one videotape) (18 min.)

This video describes potential problems with computer security and methods for safeguarding sensitive files and protecting computer equipment.

**E-Mail Essentials: Legal and Appropriate Use of E-Mail**

VideoLearning Systems, Inc. (1997)

3391-V/97 (one videotape) (24 min.) (facilitator's guide)

Using dramatized vignettes and a panel of legal, human resources, and technology experts, this video explores harassment, discrimination, privacy, and legal liability issues that are surfacing with the increasing use of E-mail in work environments. This version of the video is designed for public-sector organizations.

**The Plugged-In Mailbox: E-mail Uses and Misuses**

Commonwealth Films (1998)

3661-V/98 (one videotape) (23 min.) (study guide)

This video deals comprehensively with uses and misuses of E-mail in the workplace. Its pointers will make E-mail users more productive and the E-mail they send more effective. Six vignettes cover ineffective writing, privacy and personal property issues, avoiding "digital debates," inappropriate content, and the use of E-mail as evidence.

**Targets of Opportunity—Information Security: The Human Factor**

Commonwealth Films (1996)

3444-V/96 (one videotape) (26 min.) (leader's/user's guide)

This video tells the story of an outsider who infiltrates an organization to expose and exploit the many vulnerabilities resulting from irresponsible end-user habits and casual attitudes toward established computer security controls and policies. It highlights the vital role each employee plays in maintaining an organization's computer security. It also shows how small, seemingly insignificant bits of information can be pieced together to become extremely valuable to a knowledgeable person.

**SEMINAR****Federal Court Technology: The Automation Plan and Beyond**

Gordon Bermant, Pam White

1996 Workshop for District and Circuit Judges of the Tenth Circuit (Mar. 1996)

3011-A/96 (one audiotape)

**BANKRUPTCY APPELLATE PANELS**

*see also* APPELLATE COURTS; BANKRUPTCY LAW & PROCEDURE

**SEMINARS****Bankruptcy Appellate Panel Status Report**

Thomas F. Waldron

Workshop for Chief Bankruptcy Judges (Sept. 1997)

3498-A/97 (one audiotape)

## **Seminar for Bankruptcy Appellate Panel Judges (Aug. 1997)**

### **Fostering the Development of an Effective BAP**

Elizabeth L. Perris, Judith A. Boulden, Nancy B. Dickerson, Barbara A. Schermerhorn, Sidney C. Volinn, Judith A. McKenna  
3489-A/97 (one audiotape)

Provides guidance on assessing the effectiveness of the BAP and on maintaining good working relations with key players.

### **Models of Circuit Decision Making**

Ruggero J. Aldisert  
3484-A/97 (one audiotape)

Presents an overview of the various decision-making models and their pros and cons.

### **Opinion Writing**

William W. Schwarzer  
3487-A/97 (one audiotape)

Provides general guidance on appellate opinion writing, with an emphasis on the differences between trial court opinions and appellate court opinions.

### **Overview: What's Happening with the Bankruptcy Appellate Panels**

Elizabeth L. Perris  
3483-A/97 (one audiotape)

### **Preliminary Appellate Legal Issues and Motion Practice**

R. Guy Cole, Jeffrey C. Krause  
3485-A/97 (one audiotape)

### **Standard of Review; Considering Issues Not Decided by the Trial Court**

David S. Kennedy, Barry Russell  
3486-A/97 (one audiotape)

## **Seminar for Circuits Adopting Bankruptcy Appellate Panels (Mar. 1996)**

### **Bankruptcy Appellate Panels: Appellate Motion Practice**

Elizabeth L. Perris, Jeffrey C. Krause  
3021-A/96 (one audiotape)

### **Bankruptcy Appellate Panels: Opinion Writing**

John C. Godbold  
3019-A/96 (one audiotape)

### **Bankruptcy Appellate Panels: Resource Issues**

John P. Hehman  
3018-A/96 (one audiotape)

### **Bankruptcy Appellate Panels: The Appellate Record**

Barry Russell  
3020-A/96 (one audiotape)

### **Creating Rules to Govern the BAP**

Alfred C. Hagan  
3023-A/96 (one audiotape)

### **How to Effectively Function as a Member of a Three-Judge Panel**

Roger L. Wollman, James W. Meyers  
3022-A/96 (one audiotape)



**Overview of BAP Design Issues**

Elizabeth L. Perris, Judith McKenna, Nancy B. Dickerson, Sidney Volinn, Arthur N. Votolato, Jr., Terry Nafisi

3017-A/96 (one audiotape)

Addresses design issues of interest, including the impact of the circuit structure; the experiences of the First and Ninth Circuits; the function of the clerk's office; and the role of the circuit council and circuit executive.

## **BANKRUPTCY LAW & PROCEDURE**

*see also* BANKRUPTCY APPELLATE PANELS

**Basics of Bankruptcy Law: Understanding Chapter 7 and Chapter 13 Bankruptcy**

Perry Happell

Professional Education Systems, Inc. (1987)

1228-V (one videotape) (36 min.)

This video answers many frequently asked questions about bankruptcy, including: "What will happen to my credit?," "What is the difference between secured and unsecured debt?," "What is an automatic stay?," "How often can I file under Chapter 7 bankruptcy law?," and "What's the difference between a Chapter 7 and Chapter 13 bankruptcy?"

**Orientation Series for U.S. Bankruptcy Judges**

FJC Production (1989–1996)

Videotape and audiotape programs developed to orient newly appointed bankruptcy judges with the federal judicial system, case management, and procedural and substantive bankruptcy law.

*Note:* When this series is requested as a set, *Judicial Ethics, Part I: An Overview of Ethical Rules in the Federal Judicial System and the Role of the Codes of Conduct* (1602-V/96) and *Judicial Ethics, Part II: A Panel Discussion* (1603-V/91) are also sent.

**A Word of Welcome to the Federal Judicial System (bankruptcy judges)**

Rya W. Zobel

1787-V/95 (one videotape) (10 min.)

In this program, Judge Rya W. Zobel, director of the Federal Judicial Center, welcomes new bankruptcy judges to the federal judiciary. The program discusses assistance available from the Center and the Administrative Office of the U.S. Courts and explains the role of national and local agencies and other entities responsible for various aspects of federal court administration. For use in the orientation of bankruptcy judges.

**Basics of the Art of Judging**

Martin V. B. Bostetter, Jr.

972-V (one videotape) (21 min.); 972-A (one audiotape) (21 min.)

**Pretrial Procedures in the Bankruptcy Court**

Robert D. Martin, Martin V. B. Bostetter, Jr.

973-V (two videotapes) (1 hr. 7 min.); 973-A (one audiotape) (1 hr. 7 min.)

**Handling Motions**

Lloyd King, Robert F. Hershner

968-V (one videotape) (32 min.); 968-A (one audiotape) (32 min.)

**Handling Trials**

Barry Russell

969-V (one videotape) (29 min.); 969-A (one audiotape) (29 min.)

**Settlement Techniques**

Randall J. Newsome

1530-V/90 (one videotape) (36 min.); 1530-A/90 (one audiotape) (36 min.)

**Avoiding Powers**

Burton R. Lifland

978-V (one videotape) (33 min.); 978-A (one audiotape) (33 min.)

**An Overview of Chapter 11**

Robert E. Ginsberg, George Treister

976-V (two videotapes) (1 hr. 35 min.); 976-A (two audiotapes) (1 hr. 35 min.)

**An Overview of Chapter 12: The Family Farmer Provisions**

A. Thomas Small

980-V (one videotape) (32 min.); 980-A (one audiotape) (32 min.)

**Overview of Chapter 13**

Charles N. Clevert, Mary Davies Scott

2727-V/95 (one videotape) (31 min.) (print material); 2727-A/95 (one audiotape) (31 min.) (print material)

In this video, U.S. Bankruptcy Judges Mary Davies Scott (E./W.D. Ark.) and Charles N. Clevert, Jr. (E.D. Wis.), discuss the legislative history and statutory framework of Chapter 13; the elements of a Chapter 13 plan; the confirmation process; filing and allowance of claims; dismissal and conversion; and the “super,” or “full,” compliance discharge. For use in the orientation of bankruptcy judges.

**Discharge and Dischargeability**

A. Thomas Small

979-V/96 (one videotape) (30 min.) (print material)

In this thirty-minute lecture, Bankruptcy Judge A. Thomas Small (E.D.N.C.) discusses the basics of discharge and dischargeability. The topics he covers include the effects of discharge and dischargeability; discharge and dischargeability procedure; the practical aspects; and the substantive aspects of 11 U.S.C. §§ 523 and 727. For use in the orientation of bankruptcy judges.

**Retention and Payment of Attorneys and Other Professionals**

Randall J. Newsome

Orientation Series for U.S. Bankruptcy Judges

1529-A/90 (one audiotape) (31 min.); 1529-V/90 (one videotape) (31 min.)

**Perspectives on the Role of the Courtroom Deputy in the Bankruptcy Courts**

Bruce Clarke, Ralph H. Kelley, Kevin E. O'Brien, Kathleen Guebert

FJC Production (1992)

2070-V/92 (one videotape) (27 min.)

Addresses the ways in which bankruptcy courts define the role of courtroom deputy. The Center produced this panel presentation for use in a one-day training program for courtroom deputies in bankruptcy courts. The panel consists of a moderator, judge, clerk of court, and courtroom deputy. The training program was developed by the Center's Court Education Division and is presented by Center-trained local court personnel. It might also interest individual judges.

**Principles of Calendar Management**

J. Wendell Roberts

FJC Production (1996)

966-V/96 (one audiotape) (31 min.) (print material)

In this video, Chief Bankruptcy Judge J. Wendell Roberts (W.D. Ky.) discusses important aspects of calendar management. He outlines how his court deals with motions in Chapter 7, 11, 12, and 13 cases, and how he and his colleagues structure their calendars. He focuses particularly on orders and forms the court has developed and local rules that reduce substantially the amount of time judges spend on the bench. For use in the orientation of bankruptcy judges.

**A Review of 1998 Fourth Circuit Bankruptcy Decisions**

Thomas Small, David H. Adams, A. Mechele Dickerson

FJC Production (1998)

3769-V/98 (one videotape) (1 hr.)

This program focuses on the issues of jurisdiction and authority of bankruptcy judges; constructive trusts; dischargeability (§ 523(a)(6)) and punitive damages; and executory contracts.

**Understanding Business Bankruptcy: How to Handle Everyday Problems (1991)**

David G. Epstein, Margaret Sheneman, Shauna L. Hansen, Nicholas Ward,

Susan Pierson Sonderby, Evelyn H. Biery, Laurie A. Weiss

Practicing Law Institute (1991)

1889-V/91 (two videotapes) (handbook)

Discusses 1991 conference proceedings: property of the estate and trustee's title, turnover, avoiding powers; role of the United States trustee, role of the bankruptcy judge, removal and abstention, litigating in the bankruptcy court; acquiring assets from a bankruptcy estate; environmental and successor liability issues.

**Understanding Business Bankruptcy: How to Handle Everyday Problems (1992)**

Karen E. Wagner, J. Thomas Dunn, Jr., Hydee R. Feldstein, Margaret Dee McGarity,

David G. Epstein

Practicing Law Institute (1992)

2088-V/92 (two videotapes) (handbook)

Discusses 1992 conference proceedings: representing a business debtor; representing a secured lender; representing the acquirer of a financially troubled business; bankruptcy litigation; an introduction to the bankruptcy law of preferences, setoffs, and fraudulent conveyances.

**The United States Trustee System**

Robert J. Kressel, Susan Pierson Sonderby

FJC Production (1997)

974-V/97 (one videotape) (32 min.) (print material)

**SEMINARS****Automatic Stay Hearings**

Elizabeth L. Perris

Orientation for Newly Appointed Bankruptcy Judges (Nov. 1996)

3530-A/96 (one audiotape)

**Avoiding Powers**

Mary D. Scott, Grady L. Pettigrew, Robert D. Martin

Orientation Seminar for Newly Appointed Bankruptcy Judges (June 1991)

1804-A/91 (one audiotape)

**Bankruptcy Cases**

Randall J. Newsome

Orientation Seminar for Newly Appointed District Judges (Oct. 1994)

2641-A/94 (one audiotape)

What a district judge needs to know about bankruptcy cases and appeals.

**Bankruptcy Crimes**

Richard I. Aaron, George L. O'Connell

Workshop for Bankruptcy Judges (Apr. 1993)

2247-A/93 (one audiotape)

**Bankruptcy Crimes: Trustee and Debtor Fraud**

Joyce Bihary, Jerry Patchan, Joan Bainbridge Safford, Brian Netols  
Workshop for Bankruptcy Judges III (July 1996)  
3211-A/96 (one audiotape)

**Bankruptcy Jurisdiction**

George M. Treister  
Orientation for Newly Appointed Bankruptcy Judges (June 1995)  
3070-A/95 (one audiotape)

**Bankruptcy Jurisdiction and Venue**

Elizabeth Gibson  
Orientation Seminar for Newly Appointed Bankruptcy Judges (Nov. 1993)  
2397-A/93 (one audiotape)

**Bankruptcy Review Commission Report**

Brady C. Williamson  
Workshop for Bankruptcy Judges I (Mar. 1997)  
3334-A/97 (one audiotape)

**Bankruptcy Rules Update**

Robert J. Kressel  
Workshop for Bankruptcy Judges III (July 1996)  
3207-A/96 (one audiotape)

**Basic Bankruptcy**

Randall J. Newsome  
National Workshop for District Court Judges I (Mar. 1995)  
2731-A/95 (one audiotape)  
Overview of “hot topics” in bankruptcy law.

**Case Management Panel**

David S. Kennedy, Robert J. Kressel, Elizabeth L. Perris  
Orientation for Newly Appointed Bankruptcy Judges (Nov. 1996)  
3529-A/96 (two audiotapes)  
Presents an overview of integrated case management, calendar management and scheduling, pre-trial hearings, devices for narrowing issues before trial, motion practice, relief from stay, adversaries, nonadversaries, and alternative dispute resolution.

**Chapter 9 Overview**

Timothy J. Mahoney  
Workshop for Bankruptcy Judges of the D.C., Fourth, and Ninth Circuits (Apr. 1992)  
1994-A/92 (one audiotape)

**Chapter 13**

Camille Hope  
Orientation for Newly Appointed Bankruptcy Judges (Nov. 1996)  
3538-A/96 (one audiotape)

**Chapter 13 Confirmation Process**

Mary Davies Scott, William H. Brown, Tamara O. Mitchell, Randall J. Newsome, Tim Truman  
Workshop for Bankruptcy Judges III (June 1995)  
2800-A/95 (one audiotape)

**Constraints of Precedent**

Heidi M. Hurd, Michael S. Moore  
Workshop for Bankruptcy Judges I (Mar. 1996)  
3040-A/96 (one audiotape)

**Corporate Governance in the Zone of Insolvency**

Karen Gross, Daniel L. Skoler  
Workshop for Bankruptcy Judges III (June 1995)  
2795-A/95 (one audiotape)

**Current Issues in Credit Card Debt**

Margaret Howard  
Workshop for Bankruptcy Judges II (Apr. 1997)  
3351-A/97 (one audiotape)

**Dispositive, Non-Dispositive & Post-Trial Motions**

Susan Freeman, D. Brock Hornby, Barry S. Schermer, Joyce Bihary  
Workshop for Bankruptcy Judges II (Mar. 1994)  
2609-A/94 (one audiotape)  
Dispositive motions; nondispositive motions; motions for new trials or amendments of judgments; motions for amended findings; motions to extend time for appeals; motions for stay pending appeal; dismissals of appeals; and motions for relief from judgment or order.

**Evidentiary Matters Relating to Stay and Motion Practice**

Barry Russell  
Orientation Seminar for Newly Appointed Bankruptcy Judges (Nov. 1993)  
2401-A/93 (one audiotape)

**Federal Tax Issues in Chapter 11 Cases**

Gordon L. Gidlund  
Workshop for Bankruptcy Judges III (Apr. 1994)  
2526-A/94 (one audiotape)

**Future Claims Debate**

Elizabeth Warren, Ralph R. Mabey, Robert A. Mark  
Workshop for Bankruptcy Judges III (July 1996)  
3209-A/96 (one audiotape)

**The Health Crisis and Its Impact on Bankruptcy**

Richard D. Lamm  
Workshop for Bankruptcy Judges (Apr. 1993)  
2241-A/93 (one audiotape)

**Impact of the Bankruptcy Reform Act of 1994 on Consumer Bankruptcy**

Eugene R. Wedoff, Henry J. Sommer  
Workshop for Bankruptcy Judges III (May 1995)  
2789-A/95 (one audiotape)  
Discusses the effect of the Bankruptcy Reform Act of 1994 on mortgages in chapter 13; and the effect on exemptions and lien avoidance.

**The Impact of *Seminole* on Bankruptcy**

Leslie J. Tchaikovsky, Karen Cordry, Elizabeth Gibson  
Workshop for Bankruptcy Judges I (Aug. 1998)  
3657-A/98 (one audiotape)

**Individuals in Chapter 11**

David G. Epstein

Workshop for Bankruptcy Judges III (July 1996)

3210-A/96 (one audiotape)

**Judicial Resources**

Steven Flanders, Michael J. Kaplan, William G. Young

Workshop for Bankruptcy Judges III (June 1995)

2799-A/95 (one audiotape)

**Litigating with the Government in Bankruptcy Court**

Jerry Patchan

Workshop for Bankruptcy Judges III (Apr. 1994)

2525-A/94 (one audiotape)

Perspectives on accommodating governmental entities within the bankruptcy process; the different interests of the private client and the public client creditor in a bankruptcy case; the various statutory patterns for governmental entities to deal with the bankruptcy process.

**Looking at the Big Picture**

Eugene R. Wedoff, Margaret Howard, Jeffrey W. Morris

Workshop for Bankruptcy Judges II (Aug. 1998)

3656-A/98 (one audiotape)

Addresses the question, Is there any general rationale for exceptions to discharge that can help in deciding particular questions of dischargeability?

**Managing the Small Business Chapter 11 Case**

Neal Batson, Elizabeth L. Perris, A. Thomas Small

Workshop for Bankruptcy Judges II (Aug. 1998)

3652-A/98 (one audiotape)

**Non-Consensual Chapter 11s**

George M. Treister

Orientation Seminar for Newly Appointed Bankruptcy Judges (Nov. 1993)

2400-A/93 (one audiotape)

**Overview of the Impact of the Bankruptcy Reform Act**

George M. Treister, Sally S. Neely

Workshop for Bankruptcy Judges III (May 1995)

2788-A/95 (one audiotape)

**Overview of the Impact of the Bankruptcy Reform Act of 1994**

Elizabeth Warren, Thomas E. Carlson, Kenneth N. Klee, Bernard Shapiro

Workshop for Bankruptcy Judges I (Nov. 1994)

2670-A/94 (two audiotapes)

**Partnership Issues**

Sally S. Neely

Workshop for Bankruptcy Judges II (Feb. 1995)

2777-A/95 (one audiotape)

**Post-Trial Considerations**

Frank W. Koger

Orientation Seminar for Newly Appointed Bankruptcy Judges (Nov. 1993)

2403-A/93 (one audiotape)

Issues that should be considered and steps that should be taken after trial, statutes and rules that apply to judges' post-trial actions, and tips and considerations for post-trial proceedings.

**Post-Trial Considerations**

David S. Kennedy

Orientation for Newly Appointed Bankruptcy Judges (Nov. 1996)

3537-A/96 (one audiotape)

**Prebankruptcy Planning**

Harvey R. Miller

Workshop for Bankruptcy Judges I (Apr. 1998)

3580-A/98 (one audiotape)

**Pretrial Hearings and Procedures and Devices for Narrowing Issues Before Trial**

Robert D. Martin, Randall J. Newsome

Orientation Seminar for Newly Appointed Bankruptcy Judges (June 1991)

1791-A/91 (one audiotape)

Pretrial conferences; summary judgment; motion practice; settlement; focusing attorneys' attention; establishing an environment of candor and cooperation between and among counsel; and use of orders rather than reliance on rules.

**Professional Fee Management**

Randolph Baxter, Edward D. Jellen

Workshop for Bankruptcy Judges III (June 1995)

2796-A/95 (one audiotape)

**Real Estate Problems in the Bankruptcy Court**

Neal Batson, Adrian M. Overstreet

Workshop for Bankruptcy Judges (Apr. 1993)

2245-A/93 (one audiotape)

Issues in single-asset real estate cases, including treatment of rents and hotel revenues, surcharge rights and "equities of the case," application of cash collateral to the undersecured creditor's claims, purchase of claims for the purpose of blocking or proposing a plan, and other plan issues.

**Recent Developments in Commercial Law and the UCC**

David G. Epstein

Workshop for Bankruptcy Judges (Apr. 1993)

2238-A/93 (one audiotape)

**Recognizing Troublesome Personalities**

Frederick S. Calhoun

Workshop for Bankruptcy Judges III (July 1996)

3213-A/96 (one audiotape)

**Review of Bankruptcy Jurisdiction**

Randall J. Newsome

National Workshop for District Court Judges II (July 1995)

2838-A/95 (one audiotape)

**A Review of Bankruptcy Jurisdiction**

Randall J. Newsome

Orientation Seminar for Newly Appointed District Judges (June 1998)

3612-A/98 (one audiotape)

Discusses what a district judge needs to know about bankruptcy cases and appeals.

**Rule 16 Conferences**

William W. Schwarzer, Lloyd King

Workshop for Bankruptcy Judges of the D.C., Fourth, and Ninth Circuits (Apr. 1992)

1997-A/92 (one audiotape)

**Selected Legal Issues in Chapter 11—Preconfirmation, Confirmation, and Postconfirmation**

David A. Lander, James F. Queenan, Jr., Stephen W. Rhodes

Workshop for Bankruptcy Judges II (Aug. 1998)

3653-A/98 (one audiotape)

**Sources of Values for Judges**

Heidi M. Hurd

Workshop for Bankruptcy Judges III (Apr. 1994)

2523-A/94 (one audiotape)

**Special Problems in Single-Asset Real Estate Cases**

Lawrence Ponoroff

Workshop for Bankruptcy Judges II (Aug. 1998)

3654-A/98 (one audiotape)

**Supreme Court Review**

Erwin Chemerinsky

Workshop for Bankruptcy Judges III (June 1995)

2794-A/95 (one audiotape)

**Supreme Court Review: Nonbankruptcy Cases of Significance in the Bankruptcy Court**

Erwin Chemerinsky

Workshop for Bankruptcy Judges III (July 1997)

3542-A/97 (one audiotape)

**Treatment of Women and of the Elderly in Bankruptcy**

Karen Gross, Daniel L. Skoler

Workshop for Bankruptcy Judges of the First, Second, Sixth, and Seventh Circuits  
(May 1990)

1438-A/90 (one audiotape)

**Trial Techniques**

Joyce Bihary

Workshop for Bankruptcy Judges II (Mar. 1994)

2611-A/94 (one audiotape)

**Under New Management: The Role of the U.S. Trustee**

Jerry Patchan

Orientation for Newly Appointed Bankruptcy Judges (June 1995)

3081-A/95 (one audiotape)

**Update on International Bankruptcy Developments**

Marcia S. Krieger, Sidney B. Brooks, James L. Garrity, Jr.

Workshop for Bankruptcy Judges II (Aug. 1998)

3655-A/98 (one audiotape)

**Update on Recent Developments in Bankruptcy Law**

George M. Treister

Workshop for Bankruptcy Judges III (July 1996)

3206-A/96 (two audiotapes)

**Update on Recent Developments in Bankruptcy Law**

George M. Treister

Workshop for Bankruptcy Judges II (Apr. 1997)

3341-A/97 (one audiotape)



**Update on Recent Developments in Bankruptcy Law**

George M. Treister

Workshop for Bankruptcy Judges III (July 1997)

3540-A/97 (three audiotapes)

**Update on Recent Developments in Bankruptcy Law**

George M. Treister

Workshop for Bankruptcy Judges II (Aug. 1998)

3648-A/98 (two audiotapes)

**Valuation Issues in Bankruptcy: Introduction; The Cases; The Perspectives**

Mary Davies Scott, Ford Elsaesser, Kathryn Heidt, Richardo I. Kilpatrick, Kaaran E. Thomas

Workshop for Bankruptcy Judges II (Apr. 1997)

3344-A/97 (two audiotapes)

**What Impact Do Recent Statistical Findings on Small Businesses Have on Judges and Judges' Practices?**

Elizabeth Warren

Workshop for Bankruptcy Judges II (Aug. 1998)

3651-A/98 (one audiotape)

## CAPITAL CASE MANAGEMENT

**Federal Death Penalty Cases: Legal and Practical Issues**

Avern Cohn, Henry C. Morgan, Milton I. Shadur, Bruce M. Clarke

FJC Production (1996)

2997-V/96 (one videotape) (1 hr. 19 min.) (print material); 2997-A/96 (one audiotape) (1 hr. 19 min.) (print material)

This panel discussion was recorded live at the Center's March 1996 Workshop for Judges of the Fourth Circuit. The panelists are U.S. District Judges Avern Cohn (E.D. Mich.), Henry C. Morgan (E.D. Va.), and Milton I. Shadur (N.D. Ill.). The panelists discuss appointment and compensation of counsel, scheduling, Speedy Trial Act, severance, jury selection, voir dire, and penalty-phase issues in federal death penalty cases brought pursuant to the Anti-Drug Abuse Act of 1988 and the Federal Death Penalty Act of 1994.

## SEMINARS

**Federal Death Penalty Act of 1994: Its Theory; Putting It into Practice**

Terry R. Means, Margaret A. Groves, David Bruck, Ginger Berrigan

1996 Workshop for District and Circuit Judges of the Fifth Circuit (Nov. 1996)

3456-A/96 (one audiotape)

**Federal Death Penalty Cases**

Margaret A. Grove, Milton I. Shadur

Workshop for Judges of the Seventh Circuit (May 1996)

3049-A/96 (one audiotape)

A Justice Department official comments on expected prosecutions, and a U.S. district judge discusses available resources for judges assigned death penalty cases.

### **Federal Death Penalty Cases**

Margaret A. Grove, David I. Bruck

Workshop for Judges of the Sixth and Eighth Circuits (Aug. 1996)

3315-A/96 (one audiotape)

A Justice Department official comments on expected prosecutions, and a federal defender discusses appointment of counsel and available resources for judges assigned death penalty cases.

### **The Federal Death Penalty Statute**

Henry Coke Morgan, Jr., Margaret A. Grove

Workshop for Judges of the Eleventh Circuit (Mar. 1998)

3567-A/98 (one audiotape)

### **Trying Capital Cases**

Florence Marie Cooper, William R. Pounders

Workshop for Judges of the Ninth Circuit (Jan. 1996)

3029-A/96 (one audiotape)

### **Your First Federal Death Penalty Case: You Can Expect New Procedural Twists and Turns**

Reena Raggi, David Bruck, David Shapiro

1996 Workshop for District and Circuit Judges of the Tenth Circuit (Mar. 1996)

3006-A/96 (two audiotapes)

## **CASE MANAGEMENT**

*see also* CIVIL PROCEDURE; COURT ADMINISTRATION & MANAGEMENT;  
CRIMINAL LAW & PROCEDURE; DISCOVERY

### **General**

#### **Perspectives on the Role of the Courtroom Deputy in the District Courts**

Bruce Clarke, William G. Young, Stuart J. O'Hare, Carolyn G. Onumonu

FJC Production (1992)

2069-V/92 (one videotape) (30 min.)

Addresses the different ways district courts define the role of the courtroom deputy. The Center produced this panel presentation for use in a one-day training program for courtroom deputies in district courts. The panel consists of a moderator, judge, clerk of court, and courtroom deputy. The training program was developed by the Center's Court Education Division and is presented by Center-trained local court personnel. It might also interest individual judges.

### **SEMINARS**

#### **Conducting the Civil Non-Jury Trial**

Mary Davies Scott

Orientation for Newly Appointed Bankruptcy Judges (Nov. 1996)

3532-A/96 (one audiotape)

#### **Detecting Deceit**

Paul Ekman

Workshop for Bankruptcy Judges I (Mar. 1996)

3044-A/96 (two audiotapes)

Discussion of the major behavioral clues to deceit and the many pitfalls in trying to make such judgments in the courtroom.

**Detecting Deceit**

John C. Coughenour, Michael G. Gartner, James A. Mitzelfeld  
National Workshop for District Judges II (July 1997)  
3458-A/97 (one audiotape)

**Detecting Deceit**

Mark Frank  
Workshop for U.S. Magistrate Judges (July 1998)  
3628-A/98 (two audiotapes)

**Lessons To Be Learned from the High-Profile Trial (The O.J. Simpson Case)**

Edward Rafeedie  
Workshop for Judges of the Ninth Circuit (Jan. 1996)  
3026-A/96 (one audiotape)

**Use of Special Masters**

Kenneth R. Feinberg  
National Workshop for District Judges III (Sept. 1993)  
2375-A/93 (one audiotape)

## *Civil*

**Case Management and Civil Pretrial Procedure**

Rya W. Zobel  
FJC Production (1998)  
1717-V/98 (one videotape) (33 min.) (print material); 1717-A/98 (one audiotape) (33 min.) (print material)  
Judge Rya W. Zobel, director of the Federal Judicial Center, discusses the importance of sound case-management techniques and conservation of the judge's time throughout litigation. She offers suggestions for managing the Rule 16 conference, discovery disputes, motions, the final pretrial conference, and other aspects of civil pretrial procedure. For use in the orientation of district judges.

**The Civil Trial**

Ann C. Williams  
FJC Production (1998)  
1718-V/98 (one videotape) (46 min.) (print material)  
Judge Ann C. Williams (N.D. Ill.) discusses the continued importance of careful case management as the civil trial approaches. Topics addressed include using the final pretrial order as a trial guide; scheduling; maximizing jury performance; courtroom demeanor; instructions, summations, and deliberations; the verdict and post-trial proceedings; and the bench trial. For use in the orientation of district judges.

## **SEMINARS**

**Case Management (panel discussion)**

David W. McKeague, Jennifer B. Coffman, Loretta A. Preska, Marvin E. Aspen, James M. Rosenbaum, Dianne M. Nast  
Orientation Seminar for Newly Appointed District Judges (June 1998)  
3603-A/98 (one audiotape)  
The panel discusses final pretrial conferences, anticipating trial problems, pretrial rulings on evidence, Rule 104 hearings, and motions in limine.

**Case Management: Civil (panel discussion)**

Ann C. Williams, William G. Young, D. Brock Hornby, Marvin E. Aspen, Dianne M. Nast  
Orientation Seminar for Newly Appointed District Judges (Nov. 1996)  
3290-A/96 (one audiotape)

**Case Management: The Final Pretrial Conference/Managing the Trial in Progress**

Ann C. Williams, Marvin E. Aspen  
Orientation Seminar for Newly Appointed District Judges (Oct. 1994)  
2643-A/94 (one audiotape)

The panel discusses final pretrial conferences, anticipating trial problems, pretrial rulings on evidence, Rule 104 hearings, and motions in limine. Juror utilization, selection, and management; control of evidence offered at trial, enhancing juror comprehension, jury instructions, etc.

**Efficient Management of Bench Trials**

D. Brock Hornby  
Orientation Seminar for Newly Appointed District Judges (Nov. 1995)  
2977-A/95 (one audiotape)

Topics covered include use of proposed findings, narrative statements of evidence, and bench rulings.

**Efficient Management of Bench Trials (panel discussion)**

James M. Rosenbaum, David W. McKeague, Jennifer B. Coffman, Loretta A. Preska, Marvin E. Aspen, Dianne M. Nast  
Orientation Seminar for Newly Appointed District Judges (June 1998)  
3605-A/98 (one audiotape)

Topics covered include use of proposed findings, narrative statements of evidence, and bench rulings.

**How to Avoid Reversible Error (panel discussion)**

William W. Schwarzer, D. Brock Hornby, J. Harvie Wilkinson  
Orientation Seminar for Newly Appointed District Judges (June 1993)  
2308-A/93 (one audiotape)

The panel discusses avoidable mistakes judges make, such as failure to permit a hearing, failure to define the governing standard, failure to make necessary findings, and answering questions from the jury.

**Managing the Trial in Progress (panel discussion)**

Marvin E. Aspen, David W. McKeague, Jennifer B. Coffman, Loretta A. Preska, James M. Rosenbaum, Dianne M. Nast  
Orientation Seminar for Newly Appointed District Judges (June 1998)  
3604-A/98 (one audiotape)

The panel discusses juror utilization, selection, and management; control of evidence offered at trial; and enhancing juror comprehension and jury instructions.

**Pretrial Resolution of Cases (panel discussion)**

Loretta A. Preska, Marvin E. Aspen, David W. McKeague, James M. Rosenbaum, Jennifer B. Coffman, Dianne M. Nast  
Orientation Seminar for Newly Appointed District Judges (June 1998)  
3601-A/98 (one audiotape)

The panel discusses summary judgment and other motions; the use and misuse of sanctions; and how to encourage settlement.

**Pretrial Resolution of Cases by Dispositive Motions (panel discussion)**

William G. Young, D. Brock Hornby, Marvin E. Aspen, Ann C. Williams, Dianne M. Nast  
Orientation Seminar for Newly Appointed District Judges (Nov. 1996)  
3289-A/96 (one audiotape)

The panel explores how to prepare for, hear, and decide dispositive motions and how to deal with motions to dismiss, motions for summary judgment, and sanctions.

**Scheduling (panel discussion)**

Jennifer B. Coffman, Loretta A. Preska, Marvin E. Aspen, David W. McKeague, James M. Rosenbaum, Dianne M. Nast  
Orientation Seminar for Newly Appointed District Judges (June 1998)  
3602-A/98 (one audiotape)

Topics covered include status and scheduling conferences; Rule 16 issues; discovery control and management; Rule 26 issues; local rule limitations; and the use of magistrate judges.

**Thoughts on Avoiding Reversible Error**

Rosemary Barkett  
Orientation Seminar for Newly Appointed District Judges (Nov. 1996)  
3293-A/96 (one audiotape)

## ***Criminal***

**SEMINARS****Criminal Pretrial**

Wm. Terrell Hodges, Alicemarie H. Stotler, David D. Dowd, Jr., A. J. Kramer, Thomas E. Zeno  
Orientation Seminar for Newly Appointed District Judges (June 1996)  
3113-A/96 (one audiotape)

Discusses establishing ground rules for the trial; severances; conduct of voir dire and exercise of challenges; preliminary jury instructions; courtroom decorum; exhibit lists, witness lists, and Jencks Act materials; pairing of counsel and joinder in motions; and other useful trial-management techniques.

**Criminal Pretrial (panel discussion)**

Joe Kendall, Thomas F. Hogan, Paul D. Borman, A. J. Kramer, Thomas J. Motley  
Orientation Seminar for Newly Appointed District Judges (June 1998)  
3608-A/98 (one audiotape)

Discusses establishing ground rules for the trial; severances; conduct of voir dire and exercise of challenges; preliminary jury instructions; courtroom decorum; exhibit lists, witness lists, and Jencks Act materials; pairing of counsel and joinder in motions; and other useful trial-management techniques.

**Criminal Process: Criminal Pretrial**

David D. Dowd, Michael R. Hogan, Wm. Terrell Hodges, A.J. Kramer, Thomas J. Motley  
Orientation Seminar for Newly Appointed District Judges (Nov. 1996)  
3296-A/96 (one audiotape)

Topics covered include establishing ground rules for the trial; severances; conduct of voir dire and exercise of challenges; preliminary jury instructions; courtroom decorum; exhibit lists, witness lists, and Jencks Act materials; pairing of counsel and joinder in motions; and other useful trial-management techniques.

**Criminal Process: General Discussion with Audience Participation**

David D. Dowd, Michael R. Hogan, Wm. Terrell Hodges, A.J. Kramer, Thomas J. Motley  
Orientation Seminar for Newly Appointed District Judges (Nov. 1996)  
3298-A/96 (one audiotape)

Discussion of various pretrial matters; discovery matters; selection of the jury; jury problems; handling of the difficult attorney; illness or disability of trial participants during the trial; publicity and how to handle it; the importance of keeping detailed bench notes and handling objections during the trial; the charge conference and instructing the jury and its deliberations; and taking the verdict from the jury at the conclusion of the trial. The presentations are followed by a general discussion on the criminal process with audience participation.

**Criminal Process: Special Defense Requests and Counsel Issues**

David D. Dowd, Michael R. Hogan, Wm. Terrell Hodges, A.J. Kramer, Thomas J. Motley  
Orientation Seminar for Newly Appointed District Judges (Nov. 1996)  
3295-A/96 (one audiotape)

Topics covered include appointments of counsel, investigators, and experts; Criminal Justice Act issues; conflicts; withdrawal; pro se litigants; subpoenas; psychiatric evaluations; and ethical issues affecting defense lawyers and prosecutors.

**Criminal Process: Special Trial Problems**

David D. Dowd, Michael R. Hogan, Wm. Terrell Hodges, A.J. Kramer, Thomas J. Motley  
Orientation Seminar for Newly Appointed District Judges (Nov. 1996)  
3297-A/96 (one audiotape)

Discussion of various pretrial matters; discovery matters; selection of the jury; jury problems; handling of the difficult attorney; illness or disability of trial participants during the trial; publicity and how to handle it; the importance of keeping detailed bench notes and handling objections during the trial; the charge conference and instructing the jury and its deliberations; and taking the verdict from the jury at the conclusion of the trial. The presentations are followed by a general discussion on the criminal process with audience participation.

**Special Defense Requests and Counsel Issues**

David D. Dowd, Jr., Alicemarie H. Stotler, Wm. Terrell Hodges, A. J. Kramer, Thomas E. Zeno  
Orientation Seminar for Newly Appointed District Judges (June 1996)  
3112-A/96 (one audiotape)

Topics covered include appointments of counsel, investigators, experts; Criminal Justice Act issues; conflicts; withdrawal; pro se litigants; subpoenas; psychiatric evaluations; and ethical issues affecting defense lawyers and prosecutors.

**Special Defense Requests and Counsel Issues (panel discussion)**

Paul D. Borman, Thomas F. Hogan, Joe Kendall, A. J. Kramer, Thomas J. Motley  
Orientation Seminar for Newly Appointed District Judges (June 1998)  
3607-A/98 (one audiotape)

Topics covered include appointments of counsel, investigators, experts; Criminal Justice Act issues; conflicts; withdrawal; defense requests to identify and interview confidential informants; subpoenas; psychiatric evaluations; and ethical issues affecting defense lawyers and prosecutors.

**Special Trial Problems**

Alicemarie H. Stotler, David D. Dowd, Wm. Terrell Hodges, Jr., A. J. Kramer, Thomas E. Zeno  
Orientation Seminar for Newly Appointed District Judges (June 1996)  
3114-A/96 (one audiotape)

Discussion of various pretrial matters; discovery matters; selection of the jury; jury problems; handling of the difficult attorney; illness or disability of trial participants during the trial; publicity and how to handle it; the importance of keeping detailed bench notes and handling objections during the trial; the charge conference and instructing the jury and its deliberations; and taking the verdict from the jury at the conclusion of the trial. The presentations are followed by a general discussion on the criminal process with audience participation.

### **Special Trial Problems**

Lawrence L. Piersol

Orientation Seminar for Newly Appointed District Judges (June 1997)

3370-A/97 (one audiotape)

Discussion of various pretrial matters; discovery matters; selection of the jury; jury problems; handling of the difficult attorney; illness or disability of trial participants during the trial; publicity and how to handle it; the importance of keeping detailed bench notes and handling objections during the trial; the charge conference and instructing the jury and its deliberations; and taking the verdict from the jury at the conclusion of the trial.

### **Special Trial Problems (panel discussion)**

Thomas F. Hogan, Joe Kendall, Paul D. Borman, A. J. Kramer, Thomas J. Motley

Orientation Seminar for Newly Appointed District Judges (June 1998)

3609-A/98 (one audiotape)

Discussion of various pretrial matters; discovery matters; selection of the jury; jury problems; handling of the difficult attorney; illness or disability of trial participants during the trial; publicity and how to handle it; the importance of keeping detailed bench notes and handling objections during the trial; the charge conference and instructing the jury and its deliberations; and taking the verdict from the jury at the conclusion of the trial.

## **CIVIL PROCEDURE**

*see also* CASE MANAGEMENT (CIVIL); DISCOVERY

### **Federal Abstention**

James M. Wagstaffe

National Workshop for District Judges III (Sept. 1993)

2365-A/93 (one audiotape)

### **The 1993 Amendments to the Federal Rules of Civil Procedure: New Challenges in Court Administration**

Patrick E. Higginbotham, Sam C. Pointer, Jr., William W. Schwarzer

FJC Production (Dec. 1993)

2491-V/93 (one videotape) (52 min.) (print material)

Major issues of court administration resulting from the 1993 amendments to the Federal Rules of Civil Procedure. The Center sent this program to each chief district judge when it was produced.

## **SEMINARS**

### **Hot Topics in Civil Procedure**

James M. Wagstaffe

National Workshop for District Court Judges III (Sept. 1997)

3491-A/97 (one audiotape)

### **Rand & FJC Reports of the CJRA—The Future of the CJRA**

Judith Resnik, Lauren Robel, Jerome Simandle

National Workshop for District Court Judges I (May 1997)

3354-A/97 (one audiotape)

### **Update on the Federal Rules of Civil Procedure, with Emphasis on Injunctions**

James M. Wagstaffe, Susan Pierson Sonderby

Workshop for Bankruptcy Judges II (Apr. 1997)

3346-A/97 (one audiotape)

# CIVIL RIGHTS

*see also* EMPLOYMENT DISCRIMINATION

## SEMINARS

### **Advanced Tutorial: The Procedural Rights of Prisoners**

Susan N. Herman

1993 National Workshop for Court Attorneys (Jan. 1993)

2164-A/93 (one audiotape)

Parole and probation revocation; good-time credits; disciplinary proceedings; transfers; work release and furloughs; and visitation rights.

### **Conference on the Civil Rights Act of 1964: A Thirty-Year Perspective (Nov. 1994)**

#### **Intent and Legislative History of the Civil Rights Act of 1964**

David Filvaroff, Raymond Wolfinger, Paula McClain, Morgan Kousser

2653-A/94 (two audiotapes)

#### **Evaluating the Effects of the Act: Employment (Title VII)**

Paul Bernstein, Marc Rosenblum, Kevin Lang

2654-A/94 (one audiotape)

#### **Evaluating the Effects of the Act: Education**

Gary Orfield, Chandler Davidson, Jack Peltason

2655-A/94 (one audiotape)

#### **Law, Civil Rights, and Behavioral Change**

Randall Kennedy, Paul Hancock, Stephen Wasby

2656-A/94 (one audiotape)

#### **Civil Rights Implementation and the American Regulatory State**

Hugh Graham, Brian Landsberg, Robert Belton

2657-A/94 (one audiotape)

#### **Social Science in the Courtroom: Evidence for Employment Discrimination**

Joseph Kadane, Richard Lempert, Richard Cohen

2658-A/94 (two audiotapes)

#### **The Evolution of Civil Rights Jurisprudence Across Different Issue Domains**

Pamela Karlan, Leslie Goldstein, Bernard Grofman

2659-A/94 (two audiotapes)

#### **Civil Rights in a Multi-Ethnic Society: What Are the Implications?**

Luis Fraga, Bruce Cain, Sherrilyn Ifill, Donald Nakanishi

2660-A/94 (one audiotape)

#### **Reflections on Civil Rights Enforcement and the Civil Rights Agenda**

Barbara Phillips, Jack Greenberg, Andrew Kull, Gerald Jame

2661-A/94 (two audiotapes)

### **Governmental Immunities and Defenses**

Eric Schnapper

1993 National Workshop for Court Attorneys (Jan. 1993)

2166-A/93 (one audiotape)

Municipal liability under *Monell*; Eleventh Amendment immunity of state agencies; absolute and good-faith immunities of executive, judicial, and legislative officials.



**Lewis v. Casey and Prison Litigation Reform Act Update**

Lynn S. Branham

Workshop for Judges of the Sixth and Eighth Circuits (Aug. 1996)

3316-A/96 (one audiotope)

Presents an overview of the key components of the Prison Litigation Reform Act, its practical effects, and anticipated legal challenges to the Act, as well as highlights of the Supreme Court's decision in *Lewis v. Casey*.

**Overview of Section 1983 Litigation and Supreme Court Update**

Kathryn Urbonya

Orientation Seminar for Newly Appointed District Judges (June 1996)

3122-A/96 (one audiotope)

**Overview of Section 1983 Litigation and Supreme Court Update**

Karen Blum

Orientation Seminar for Newly Appointed District Judges (Nov. 1996)

3304-A/96 (two audiotapes)

**Prison Litigation Reform Act Update**

Lynn S. Branham

National Workshop for District Court Judges I (May 1997)

3357-A/97 (one audiotope)

**Qualified Immunity from Damages**

Kathryn R. Urbonya

National Workshop for District Judges III (Sept. 1995)

2918-A/95 (one audiotope)

Reviews the important developments in the doctrine of qualified immunity, which is an integral part of federal civil rights litigation under Section 1983, and explores related procedural issues as well.

**Qualified Immunity I**

Paul Bender

Workshop on Section 1983 Litigation for District and Magistrate Judges (Aug. 1997)

3404-A/97 (one audiotope)

Discusses the purposes of qualified immunity; how the doctrine developed; who can claim qualified immunity; when is a right "clearly established"; the relationship between qualified immunity and the merits of the plaintiff's claim; and application of the doctrine where the plaintiff's claim alleges unconstitutional motive.

**Qualified Immunity II**

Karen M. Blum

Workshop on Section 1983 Litigation for District and Magistrate Judges (Aug. 1997)

3405-A/97 (one audiotope)

Discusses the procedural aspects of qualified immunity; how the district court handles qualified immunity when facts are in dispute; and the availability of discovery.

**Report on Prisoner Pro Se Litigation Workshop**

Carol E. Heckman, Ila Jeanne Sensenich, Haven Gracey

Workshop for Magistrate Judges of the Second, Sixth, and Ninth Circuits (July 1995)

2866-A/95 (one audiotope)

**The Road to *Brown***

DBA Resolution, Inc./California Newsreel (1990)

2714-V/90 (one videotape) (50 min.)

This video looks at the world of “Jim Crow” laws, which robbed black Americans of the rights granted by the Fourteenth and Fifteenth Amendments. Under the “separate but equal” doctrine of the Supreme Court’s 1896 *Plessy v. Ferguson* decision, black citizens were denied the right to vote, to attend white schools, to be treated in white hospitals, even to be buried in white cemeteries.

**Section 1983**

Karen M. Blum

Workshop for Judges of the Eleventh Circuit (Sept. 1996)

3232-A/96 (one audiotape)

**The Section 1983 Prima Facie Case and Due Process**

Sheldon H. Nahmod

Orientation Seminar for Newly Appointed District Judges (June 1998)

3614-A/98 (two audiotapes)

**Section 1983: Qualified Immunity**

Karen M. Blum

Workshop for Judges of the Third Circuit (Apr. 1996)

3085-A/96 (one audiotape)

**Section 1983 Update**

Karen M. Blum

National Workshop for U.S. Magistrate Judges (July 1997)

3469-A/97 (one audiotape)

**Section 1983 Update**

Karen M. Blum

Workshop for U.S. Magistrate Judges (July 1998)

3621-A/98 (one audiotape)

**Workshop on Section 1983 Litigation for District and Magistrate Judges (Aug. 1997)****Empirical Evidence Relating to Prisoner Filings**

Theodore Eisenberg

3408-A/97 (one audiotape)

**Fourth Amendment Claims**

Erwin Chemerinsky

3402-A/97 (one audiotape)

**Local Government Liability**

Karen M. Blum

3409-A/97 (one audiotape)

**Overview of Section 1983 Issues**

Karen M. Blum

3511-A/97 (two audiotapes)

**Prison Litigation Reform Act**

Paul Bender

3407-A/97 (one audiotape)

Topics covered include the purpose and provisions of the Prison Litigation Reform Act (PLRA); interpretational issues under the PLRA; constitutional issues under the PLRA; and a summary of PLRA litigation to date.

**Supreme Court Developments**

Martin A. Schwartz, Erwin Chemerinsky

3400-A/97 (one audiotape)

**Workshop on Section 1983 Litigation for District and Magistrate Judges (July 1998)****The § 1983 Prima Facie Case**

Sheldon H. Nahmod

3631-A/98 (one audiotape)

**Absolute Immunities**

Erwin Chemerinsky

3639-A/98 (one audiotape)

Discussion of absolute immunities with emphasis on prosecutorial immunity.

**Excessive Force Litigation**

John R. Williams, Karen M. Blum, Erwin Chemerinsky

3636-A/98 (two audiotapes)

Discussion of arrestees, detainees, and prisoners; Fourth Amendment “reasonableness” standard; Fourteenth Amendment substantive due process “shocks the conscience” standard; Eighth Amendment “cruel and unusual punishment” standard; police chase cases; deadly force cases; jury instructions; qualified immunity; extent of injury required; relevant evidence; and statutory issues in prisoner cases.

***Heck v. Humphrey*, *Edwards v. Balisok*, and *Spencer v. Kemna*: Problems for the District Court**

Karen M. Blum

3641-A/98 (one audiotape)

**Municipal Liability; Supervisory Liability**

Karen M. Blum

3634-A/98 (one audiotape)

**Retaliation Claims**

Leon Friedman, Karen M. Blum

3633-A/98 (one audiotape)

**Substantive Due Process**

Erwin Chemerinsky

3635-A/98 (one audiotape)

Discusses the impact of *Washington v. Glucksberg* and *Sacramento v. Lewis*.

**CLASS ACTIONS**

*see* COMPLEX LITIGATION

# COMPLEX LITIGATION

*see also* SCIENTIFIC EVIDENCE

## **Recent Developments in the Silicone Gel Breast Implants Products Liability Litigation: A Briefing for Federal and State Court Judges**

Sam C. Pointer, Jr., J. Frederick Motz, Janice M. Holder

FJC Production (1996)

3095-V/96 (one videotape) (51 min.) (print material); 3095-A/96 (one audiotape) (51 min.) (print material)

Chief Judge Sam C. Pointer, Jr. (N.D. Ala.), the transferee judge in the Silicone Gel Breast Implants Products Liability Litigation, discusses the current status of the proceedings and the provisions of Pretrial and Revised Case Management Order No. 30, which he issued on March 25, 1996. The video is intended to assist federal and state courts and judges who will have responsibility for trial or settlement of remanded or transferred breast-implant cases. It highlights the key aspects of Order No. 30, including the background of the litigation, the issues remaining for discovery and trial, and further pretrial actions likely to be needed after remand or transfer. (Order No. 30 and the orders referenced in it can also be accessed through the FJC home page at <http://www.fjc.gov/mdl926.html>.)

## **SEMINARS**

### **Civil RICO**

Robert G. Blakey

Workshop for Judges of the D.C. and Second Circuits (Oct. 1994)

2694-A/94 (one audiotape)

### **Complex Civil Litigation**

Thomas R. Hogan, Rya W. Zobel, John L. Carroll

National Workshop for U.S. Magistrate Judges (July 1997)

3464-A/97 (one audiotape)

### **Managing Complex Criminal Cases**

Marvin E. Aspen, Carol Los Mansmann

National Workshop for U.S. Magistrate Judges (July 1993)

2346-A/93 (one audiotape)

### **Mass Tort Litigation**

Sam C. Pointer, Jr., Francis E. McGovern

National Workshop for District Judges III (Sept. 1995)

2913-A/95 (one audiotape)

Discusses techniques for managing federal class action cases.

### **Proposed Changes to Rule 23: Class Actions**

Edward H. Cooper, Lee H. Rosenthal

National Workshop for District Court Judges I (May 1997)

3361-A/97 (one audiotape)

### **Proposed Changes to Rule 23: Class Actions**

Lee H. Rosenthal

National Workshop for District Judges II (July 1997)

3460-A/97 (one audiotape)

### **Simplifying the Complex Criminal Trial**

Edward Rafeedie, Marvin E. Aspen

National Workshop for District Judges III (Sept. 1993)

2358-A/93 (one audiotape)

### **Update on Silicone Breast Implant Cases and Expected Impact on the District Courts**

Sam C. Pointer, Jr., Janice M. Holder, Francis E. McGovern

Conference of Chief U.S. District Judges (Apr. 1996)

3101-A/96 (one audiotape)

## **CONSTITUTIONAL LAW**

*see also* CIVIL RIGHTS; CRIMINAL LAW & PROCEDURE; FEDERAL JURISDICTION

### **Doing Justice**

DBA Resolution, Inc./California Newsreel (1994)

2712-V/94 (one videotape) (51 min.)

*Doing Justice* examines some of the key civil rights and liberties cases and social movements of postwar America: the Rosenbergs and McCarthyism, the Civil Rights movement, the Vietnam War, government wiretapping, Watergate. The narrators explain the constitutional issues at stake, the creative legal strategies used, and the interplay between the legal system and the struggle for social justice.

### **Equal Justice Under Law Series**

WQED/Pittsburgh (1988)

Four programs illustrating famous constitutional cases, prepared under the aegis of the Judicial Conference of the United States in connection with the 1976 celebration of the bicentennial of the Declaration of Independence and revised for the bicentennial of the Constitution. The Judicial Conference has provided a set of these programs to each court of appeals and district court. Contact the clerk of court for further information.

#### **Marbury v. Madison**

958-V (one videotape) (30 min.) (teaching guide)

#### **McCulloch v. Maryland**

959-V (one videotape) (30 min.) (teaching guide)

#### **Gibbons v. Ogden**

960-V (one videotape) (30 min.) (teaching guide)

#### **The Trial of Aaron Burr**

961-V (three videotapes) (1 hr. 30 min.) (teaching guide)

### **Supreme Court 1997–98: The Term in Review**

Erwin Chemerinsky, Sydney M. Irmas, John H. Garvey, Susan N. Herman, Evan Tsen Lee, Laurie L. Levenson, Tracey Maclin, Suzanna Sherry, Earl R. Larson, Russell R. Wheeler  
FJC Production (1998)

3629-V/98 (1 hr. 37 min.) (three videotapes) (print material); 3629-A/98 (three audiotapes) (1 hr. 37 min.) (print material)

This program is designed primarily for judges and their law clerks and staff attorneys, but it may be of interest to all court personnel. Seven Supreme Court experts from law schools across the country summarize decisions from the 1997–1998 term in panel discussions. Tape 1 covers free speech, due process right to jury trial, and litigation under the civil rights statutes; Tape 2 covers criminal law and procedure; and Tape 3 covers habeas corpus, jurisdiction, standing, civil litigation, and government structure.

**U.S. Supreme Court Update: A Review of the 1996 Term**

Erwin Chemerinsky, Susan B. Herman, William N. Kelley, Laurie L. Levenson, Tracey Maclin,  
John Manning, Russell R. Wheeler  
FJC Production (1997)

3385-V/97 (three videotapes) (3 hr.) (print material); 3385-A/97 (three audiotapes) (3 hr.)  
(print material)

This is the tape of a July 1997 national satellite broadcast. It provides an overview of the U.S. Supreme Court's 1996 term. The discussion was divided into four topics: civil proceedings; criminal proceedings; post-conviction and prisoner litigation; and civil rights and civil liberties, federalism, and separation of powers. Fifty-six of the term's 87 plenary decisions were touched upon; all participants received written materials that included brief summaries of the cases and a case index.

**SEMINARS****Advanced Tutorial: Prisoners' First Amendment Rights**

Susan N. Herman

1993 National Workshop for Court Attorneys (Jan. 1993)

2167-A/93 (one audiotape)

Freedom of expression, including correspondence, publications, and access to the media. Aspects of freedom of religion, including access to worship, grooming practices, diet, and legal definitions of religious beliefs.

**Assessing the Founding Fathers**

John G. Kaminski, Richard Leffler

Workshop for Judges of the Sixth Circuit (May 1998)

3596-A/98 (two audiotapes)

Discussion of the writings of the founding fathers, with emphasis on the work of Jefferson and Madison.

**Equal Protection**

Erwin Chemerinsky

National Workshop for District Judges III (Sept. 1993)

2380-A/93 (one audiotape)

**First Amendment Religious Freedom Issues**

Scott C. Idleman

Workshop for Judges of the Eleventh Circuit (Mar. 1998)

3563-A/98 (one audiotape)

**Rapidly Changing First Amendment and the Contemporary Quest for Neutrality**

Aviam Soifer

Workshop for Judges of the First and Seventh Circuits (Sept. 1994)

2591-A/94 (one audiotape)

**Religion and the Constitution—Major Developments**

Ira C. Lupu

Workshop for Judges of the Fourth Circuit (Mar. 1998)

3556-A/98 (one audiotape)

**Religious Freedom Restoration Act Developments**

David D. Cole

National Workshop for District Court Judges I (May 1997)

3364-A/97 (one audiotape)

**Review of Major Recent Supreme Court Decisions**

Douglas Laycock

1996 Workshop for District and Circuit Judges of the Fifth Circuit (Nov. 1996)

3448-A/96 (one audiotape)

Discusses criminal justice, federalism, voting rights, and the Constitution.

**Review of Major Supreme Court Decisions: The October 1994–95 Term**

Susan N. Herman, William K. Kelley, Richard H. Pildes

1996 Workshop for District and Circuit Judges of the Tenth Circuit (Mar. 1996)

3012-A/96 (one audiotape)

Discusses criminal justice, federalism, voting rights, and the Constitution.

**Selected Fourth Amendment Issues**

Kathryn R. Urbonya

Workshop on Section 1983 Litigation for District and Magistrate Judges (July 1998)

3637-A/98 (one audiotape)

**Supreme Court Review**

Leon Friedman, Sheldon Nahmod, Kathryn Urbonya

Workshop on Section 1983 Litigation for District and Magistrate Judges (July 1998)

3632-A/98 (one audiotape)

**Supreme Court Update**

Susan N. Herman

Workshop for Judges of the Sixth and Eighth Circuits (Aug. 1996)

3310-A/96 (one audiotape)

**Supreme Court Update**

Erwin Chemerinsky

Workshop for Judges of the Eleventh Circuit (Sept. 1996)

3226-A/96 (two audiotapes)

**Supreme Court Update**

Erwin Chemerinsky

Workshop for Bankruptcy Judges II (Aug. 1998)

3650-A/98 (one audiotape)

## CONTEMPT; SANCTIONS

**SEMINAR****Use of Contempt and Other Sanctions**

Avern Cohn

National Workshop for District Judges III (Sept. 1995)

2914-A/95 (one audiotape)

# CORRECTIONS & CORRECTIONAL FACILITIES

*see also* PROBATION & PROBATIONER SERVICES; SENTENCING

## **The American Prison: A Video History**

American Correctional Association (1990)

1531-V/90 (one videotape) (25 min.)

Traces the history of prisons. Explores America's attitudes toward punishment and rehabilitation, and shows how those attitudes have influenced the design and operation of correctional facilities.

## **Custody and Care: An Overview of the Federal Bureau of Prisons**

Federal Bureau of Prisons, Office of Public Affairs (1997)

3415-V/97 (one videotape) (28 min.)

This video shows what happens to federal offenders from the time they are sentenced to prison to the time they are released. It includes information on Bureau of Prisons (BOP) security levels, admission and orientation activities, security procedures, work programs, educational opportunities, religious services, medical and mental health care, drug treatment, inmate discipline, and prerelease programs. It also highlights the fundamentals of BOP management, including the direct supervision of inmates, the correctional worker concept, and the important role the offender and the community play in offender rehabilitation. The program features interviews with six federal wardens and is geared to audiences with little knowledge of federal corrections.

## **National Town Meeting on Corrections**

American Correctional Association (1989)

1374-V (one videotape) (1 hr.)

Recorded during the 119th Annual Congress of Corrections, held in Aug. 1989. Focuses on incarceration and rehabilitation.

## **SEMINAR**

### **Disruptive Groups/Prison Gangs**

Sammie Buentello, Byron Sage, Joe Scallan

Southeast Regional Seminar for Probation Officers (Sept. 1986)

510-V (two videotapes) (1 hr. 45 min.)

# COURT ADMINISTRATION & MANAGEMENT

*see also* CASE MANAGEMENT (CIVIL); JURY SELECTION & UTILIZATION;  
MANAGEMENT & SUPERVISION; RECORDS MANAGEMENT

## **Court to Court (June 1998)**

FJC Production (1998)

3644-V/98 (one videotape) (33 min.)

Initially broadcast in June 1998, this program examines electronic filing prototypes under way in the courts; explores what gets people excited about their work; provides an inside look at the Federal Judicial Television Network; discusses new developments; and includes a segment in which viewers voice their opinions on the issues presented.



**Court to Court (January 1999)**

FJC Production (1999)

3797-V/99 (one videotape) (33 min.)

Originally broadcast in January 1999, this edition of the Center's educational television magazine takes an inside look at how the districts of Nebraska and New Mexico exchange valuable information and share effective work processes. It also highlights the Federal Court Leadership Program and specific projects developed by court employees who participated in the Center's three-year leadership development effort. Court staff and supervisors discuss the challenges of managing people at all age levels. This program also examines on-line conferencing and how it allows court employees nationwide to share information without having to leave their desks.

**Court Officers and Support Personnel: Resources for the District Judge**

Barbara B. Crabb

FJC Production (1996)

1723-V/96 (one videotape) (30 min.) (print material)

In this video, Judge Barbara Crabb (W.D. Wis.) describes how she works with clerks of court, law clerks, secretaries, and other court staff and support personnel. She emphasizes delegating tasks and appropriately using the talents and abilities of support staff. For use in the orientation of district judges.

**Information and Records Management in the Federal Courts**

FJC Production (1994)

2532-V/94 (one videotape) (29 min.)

This program was designed for federal court employees who are responsible for the creation, maintenance, and disposition of federal court records. Specific topics the program addresses include the laws and regulations governing records management; agencies that monitor records management programs; the information "life cycle" of a record; the federal courts' records management program; and how to improve records management. The Center sent this program to all clerks of the U.S. district, bankruptcy, and appellate courts; circuit librarians; chief U.S. probation and pretrial services officers; bankruptcy administrators; senior staff attorneys; and federal public and community defenders when it was produced.

**Media Relations: What to Do When the News Is You**

Commonwealth Films, Inc. (1994)

3710-V/94 (one videotape) (25 min.)

This video provides strategies and tips for facilitating media relations training in an organization.

**Weathering the Storm: Natural Disaster Planning**

Commonwealth Films, Inc. (1994)

3711-V/94 (one videotape) (13 min.)

This video outlines key steps to help an organization minimize losses and resume operations after a natural disaster.

**SEMINARS****Cameras in the Courtroom**

John C. Coughenour, Molly Treadway Johnson

National Workshop for District Court Judges II (July 1995)

2853-A/95 (one audiotape)

Discussion focusing on judges' experiences with cameras in the courtroom.

**Cameras in the Courtroom**

Rya W. Zobel, Molly Treadway Johnson  
National Workshop for District Judges III (Aug. 1995)  
2900-A/95 (one audiotape)  
Discussion focusing on judges' experiences with cameras in the courtroom.

**Customer Service and the Courts**

Marvin E. Aspen, John E. Conway  
Conference of Chief U.S. District Judges (Apr. 1996)  
3097-A/96 (one audiotape)

**Evolution of the American Courthouse and the Contemporary Design Challenge**

Andrea Leers  
National Workshop for District Court Judges I (May 1997)  
3356-A/97 (two audiotapes)

**Interpreters, Judges, Attorneys, and Court Personnel: Common Concerns (panel discussion)**

David Mintz, Ginger Berrigan, Robert March, Phil Medrano, Teresa Salazar  
Workshop for Federal Court Interpreters (Jan. 1997)  
3323-A/97 (one audiotape)  
A judge, a clerk of court, a federal public defender, and a staff interpreter discuss, from their perspectives, the most critical problems and concerns in the use of interpreters for criminal proceedings. Participants ask questions and provide comments and specific suggestions on strategies for addressing some of these concerns.

**Judges and the Press**

John C. Coughenour  
National Workshop for District Court Judges I (May 1997)  
3358-A/97 (one audiotape)

**Judges and the Press**

John C. Coughenour, Michael G. Gartner, James A. Mitzelfeld  
National Workshop for District Judges II (June 1997)  
3457-A/97 (one audiotape)

**Judges and the Press**

Martha Craig Daughtrey, Erwin Chemerinsky, Laurie L. Levenson  
Workshop for Judges of the Sixth Circuit (May 1998)  
3595-A/98 (two audiotapes)

**Judges and the Press—The Rules of Engagement**

Jack Nelson  
Orientation Seminar for Newly Appointed District Judges (June 1997)  
3371-A/97 (one audiotape)

**Judicial Leadership: Integrating the Role, Responsibilities and Relationships**

R. Dale Lefever  
Workshop for Chief Bankruptcy Judges (Sept. 1992)  
2155-A/92 (two audiotapes)  
Discusses the transition from judge to chief judge and the challenges involved in providing direction for the court and developing productive relationships with constituents, staff, and fellow judges.

**Legislative and Budget Update**

George H. Schafer, Arthur E. White  
Workshop for Judges of the Fourth Circuit (Mar. 1998)  
3560-A/98 (one audiotape)

**Media Access to the Courtroom**

Stephen Wermiel, Molly Treadway Johnson, Jan Rostal  
Workshop for Magistrate Judges of the Second, Sixth, and Ninth Circuits (July 1995)  
2865-A/95 (one audiotape)

**Personnel Issues: Congressional Accountability Act Update; New Personnel System**

Julia S. Gibbons  
Conference of Chief U.S. District Judges (Apr. 1996)  
3103-A/96 (one audiotape)

**Relationships with Other Court Players: The Clerk, the Chief Judge**

Robert F. Hershner, Jr., James J. Waldron  
Orientation for Newly Appointed Bankruptcy Judges (June 1995)  
3076-A/95 (one audiotape)

**Services of the Administrative Office of the U.S. Courts**

Leonidas Ralph Mecham  
Orientation Seminar for Newly Appointed District Judges (June 1997)  
3382-A/97 (one audiotape)

## COURT SECURITY

*see also* SAFETY IN THE WORKPLACE

**Security Awareness in the Federal Courts**

FJC Production (1996)  
3159-V/96 (one videotape) (22 min.)

This program gives federal court personnel basic information about federal court security providers and security systems they may find in their buildings. It discusses duress alarms and fire alarms, and it provides tips on receiving telephone bomb threats, identifying suspicious packages, and handling personal property at work. The program was developed through a request from the Judicial Conference Committee on Security, Space and Facilities and was produced with assistance from the Administrative Office of the U.S. Courts and the U.S. Marshals Service. The program was distributed to chief judges of the U.S. courts on September 30, 1996.

**Terrorism in America: Executive Briefing**

Bureau of Business Practice (1991)  
2952-V/91 (one videotape) (37 min.)

The threat of terrorism continues to increase around the world. In this video, international experts Gerald J. Marchi, an authority on risk management, Thomas Strentz, a specialist on the assessment of hostage situations, and Joseph M. Brennan, a former member of the FBI, examine strategies for crisis management, physical security, and access control. Other topics discussed are incoming-mail safety, bomb threats, travel safety, and employee involvement.

## SEMINARS

### **Recognizing Troublesome Personalities**

Frederick S. Calhoun

Workshop for Bankruptcy Judges II (May 1996)

3135-A/96 (two audiotapes)

### **Security at Work and at Home**

Wanda Phillips

National Workshop for District Court Judges II (July 1995)

2843-A/95 (one audiotape)

### **Security at Work and at Home**

Budd H. Johnson

National Workshop for District Judges III (Aug. 1995)

2902-A/95 (one audiotape)

### **Update on Security in the Aftermath of Oklahoma City**

Jamie S. Gorelick

Conference of Chief U.S. District Judges (Apr. 1996)

3098-A/96 (one audiotape)

## COURTS OF APPEALS

*see* APPELLATE COURTS

## CRIMINAL LAW & PROCEDURE

*see also* CAPITAL CASE MANAGEMENT; CASE MANAGEMENT; FEDERAL DEFENDERS & DEFENDER INVESTIGATORS; JURY INSTRUCTIONS; MAGISTRATE JUDGES

### **Criminal Pretrial Proceedings**

Terry J. Hatter, Jr., Michael M. Mihm

FJC Production (1992)

1720-A/92 (one audiotape) (1 hr. 8 min.) (print material); 1720-V/92 (two videotapes) (1 hr. 8 min.) (print material)

Discusses the importance of case management during the pretrial phases of a criminal case. For use in the orientation of district judges.

### **Criminal Trial Procedure**

Maryanne Trump Barry

FJC Production (1992)

1721-A/92 (one audiotape) (50 min.) (print material); 1721-V/92 (one videotape) (50 min.) (print material)

Discusses procedures useful in controlling criminal trials. For use in the orientation of district judges.

## **SEMINARS**

### **Advanced Felony Pretrial Matters**

Harvey E. Schlesinger  
National Workshop for Magistrate Judges (July 1993)  
2335-A/93 (one audiotape)

### **Counsel-Related Issues**

A. J. Kramer, Martin S. Pinales  
National Workshop for District Judges I (Mar. 1993)  
2182-A/93 (one audiotape)  
Initial appointment of counsel; appointment of cocounsel and standby counsel; composition of the CJA panel; investigator and expert services; interim payments; voucher approval, reduction, and payment; withdrawal of counsel and conflicts; the CJA review; appointment on appeal after trial (covering districts with and without a federal defender).

### **Current Issues in FDIC/RTC Litigation**

Heidi M. Schooner  
Workshop for Judges of the First and Seventh Circuits (Sept. 1994)  
2592-A/94 (one audiotape)

### **Double Jeopardy Issues**

Consuelo Bland Marshall, Stephen S. Trott, Robert J. Bryan, Irma E. Gonzalez  
Workshop for Judges of the Ninth Circuit (Jan. 1996)  
3031-A/96 (one audiotape)

### **Financial Crimes**

Mark R. Hellerer  
National Workshop for District Judges III (Sept. 1993)  
2359-A/93 (one audiotape)

### **Judicial Pitfalls and Pratfalls in Criminal Cases**

Robert E. Jones  
Orientation Seminar for Newly Appointed District Judges (Nov. 1996)  
3308-A/96 (two audiotapes)  
Reviews common and current problems confronting judges in handling criminal cases, including questions of admissibility.

### **New Issues in Criminal Law**

John J. Hughes, Felicia Sarner, Loren E. Weiss  
Workshop for Magistrate Judges of the First, Third, Fourth, Seventh, and Tenth Circuits (June 1995)  
2817-A/95 (one audiotape)

### **New Issues in Criminal Law**

Cynthia G. Aaron, Lisa Margaret Smith, Glorene Franco, Felicia Sarner  
Workshop for Magistrate Judges of the Second, Sixth, and Ninth Circuits (July 1995)  
2863-A/95 (one audiotape)

### **Old and New Issues in the Federal Court Response to Violence Against Women**

Celeste F. Bremer, Lynn Hecht Schafran, Bonnie J. Campbell  
National Workshop for District Judges III (Aug. 1995)  
2899-A/95 (one audiotape)

# CUSTOMER SERVICE

*see also* MANAGEMENT & SUPERVISION; SELF-IMPROVEMENT

## **The Balance Beam: Court Customer Service**

South Bay Municipal Court, State Justice Institute (1995)

3549-V/95 (two videotapes) (15 min. each) (leader's guide) (participant's guide)

This training program, which was developed by a coalition of California municipal courts under a grant from the State Justice Institute, focuses on helping court employees develop strong customer service skills. The program is composed of two 3.5-hour workshops. Part 1 develops fundamental communication and customer service skills, and Part 2 teaches participants to effectively handle difficult court customers. Teaching methods include short lectures, skill exercises, and group discussion of videotaped scenarios. The program can be adapted for use with federal court employees.

## **But I Don't Have Customers: Internal Customer Service (Government Version)**

American Media, Inc. (1994)

2928-V/94 (one videotape) (21 min.) (training leader's guide) (workbook)

This video explains how to recognize internal customers, respect internal customers, ask questions and listen, focus on internal customers' needs and expectations, keep commitments and deadlines, and review policies and procedures that may inhibit customer service.

## **A Complaint Is a Gift: Using Customer Feedback as a Strategic Tool**

Excellence in Training Corp. (1997)

3712-V/97 (one videotape) (11 min.) (leader's guide) (book)

Based on the book of the same title, this video shows that one way an organization can distinguish itself from the competition is by treating its customers, and their complaints, as if they are one in a million. This animated parable illustrates how customer complaints can actually be gifts in disguise. Viewers learn that customer complaints provide valuable insights that can help an organization to shift its products, service style, or market focus to enhance profits.

## **Customer Service in the Courts: One Customer at a Time**

American Bar Association (1994)

2539-V/94 (one videotape) (29 min.) (facilitator's guide) (bibliography/resources guide) (self-assessment questionnaire)

Total quality management and some other management techniques ask employees to focus on "internal" as well as "external" customers. This videotape encourages court staff to look outside the court to the needs and interests of the members of the public who use the court.

## **Dealing with the Irate Customer**

Advantage Media, Inc. (1991)

2091-V/91 (one videotape) (14 min.) (facilitator's guide)

Employees learn simple communication techniques that will help them feel more confident and comfortable when confronted by a difficult customer. They will develop a genuine commitment to customer service and be able to deal more effectively with confrontation.

## **Extraordinary Service**

Kaset International (1995)

3423-CD/95 (one CD-ROM) (participant's guide)

This interactive, computer-based training program teaches learners to apply specific customer service skills and respond flexibly to unique customer needs. Four on-screen "classmates" share anecdotes and coach the learner through the program. System requirements: Windows 3.1 or higher; 486 processor and 66 Mhz clock speed, set up for multimedia; 520K available conventional memory; 8 MB of RAM, 5 MB available hard disk space; double-speed CD-ROM drive; 16-bit sound card and speakers; SVGA monitor; 640 x 480 x 32K color display; mouse.

**Five Forbidden Phrases**

The Telephone Doctor (1995)

1203-V/95 (one videotape) (18 min.) (leader's guide) (participant workbook)

This video focuses on five phrases telephone callers and customers detest hearing and recommends alternatives, such as "Let me find out" instead of "I don't know."

**Legendary Service: An Overview**

Ken Blanchard, Gary Heil, Richard Tate

Blanchard Training and Development, Inc. (1989)

1633-V/89 (one videotape) (1 hr.)

Explores the ten fundamentals of legendary service that can improve the performance of an organization.

**Moments of Truth**

MTI Film & Video (1986)

1476-V/86 (one videotape) (28 min.) (leader's guide) (participant workbook)

This program helps front-line employees and supervisors to better manage their contacts with customers. Viewers are shown the "seven deadly sins" of customer service to be avoided, as well as the ten specific customer service rules of "The Code of Quality Service."

**A Passion for Excellence**

Thomas K. Peters

CBS/Fox Video (1985)

VG-052 (one videotape) (1 hr. 3 min.)

Based on the book of the same name, this program summarizes new research in organizational leadership. It emphasizes how some traditional management concepts are being discarded in favor of approaches that emphasize customer service.

**The Power to Serve**

Bureau of Business Practice (1993)

2936-V/93 (one videotape) (28 min.) (leader's guide)

Who is the most important employee? It's a vital question for any organization. For AT&T Universal Card, McGuffy's Restaurants, and Pacific Gas and Electric, the answer is the person who serves the customer. This video shows how these three companies are profiting by enhancing their power to serve.

**Quality Service in the Public Sector**

American Media, Inc. (1993)

2451-V/93 (one videotape) (27 min.) (training leader's guide)

This video helps government employees improve their service skills and create satisfied customers with every encounter.

**Remember Me?**

CRM Films (1991)

3713-V/91 (one videotape) (10 min.) (leader's guide)

This video shows viewers how it feels to be a neglected customer. The customer in the video encounters uncaring, thoughtless "customer service" personnel, and eventually takes his business elsewhere. The program's key lesson is that the most important competitive difference between organizations is the ability to satisfy customers.

**Ripples**

Cally Curtis Co. (1986)

399-V (one videotape) (19 min.)

This video illustrates the chain reaction effect of good and bad customer service.

### **Twelve Steps to Superior Customer Service**

MTI Film & Video (1986)

1553-V/86 (one videotape) (20 min.)

This video outlines twelve steps organizations can take to achieve excellent customer service and gives examples from private-sector organizations.

### **We Are Customers to Each Other**

The Telephone Doctor (1998)

2443-V/98 (one videotape) (11 min.) (leader's guide) (participant workbook)

This video asks the question, "If good service doesn't start within the organization, how can it be expected to get out of the organization?" The program illustrates the importance of internal customer service and its impact on how an organization's external customers are treated.

### **We're on the Same Team, Remember?**

CRM Films (1997)

3714-V/97 (two videotapes) (34 min.) (leader's guide) (participant workbook)

In this video, a well-meaning, hardworking company loses a potential new client by failing to communicate internally and by committing some common customer service mistakes. The program teaches organizations to improve teamwork, listening skills, communication, and responsiveness in order to keep customers. The program consists of two videotapes: one to accompany the main training program and one to facilitate group discussion.

### **What's Wrong with This Picture?**

The Telephone Doctor (1996)

3422-V/96 (one videotape) (16 min.) (leader's guide) (participant workbook)

In this video, ten vignettes put viewers in charge of identifying various customer service blunders and suggesting appropriate improvements or solutions. The video is designed as a catalyst for group discussion.

## **DEATH PENALTY**

*see* CAPITAL CASE MANAGEMENT

## **DISCOVERY**

### **SEMINAR**

#### **Motions to Compel Discovery of "Electronic Documents"—New Challenges and Problems**

Robert B. Collings, Jerry W. Caveneau, Kenneth J. Withers

Workshop for U.S. Magistrate Judges (July 1998)

3622-A/98 (one audiotape)

Discusses types of electronic records that are discoverable; problems associated with producing each type; the problem of archived and backup records; costs of production; use of experts; and judicial management of such discovery.



# DIVERSITY

*see also* AMERICANS WITH DISABILITIES ACT; EMPLOYMENT DISCRIMINATION; JUDICIAL CONDUCT & ETHICS; MANAGEMENT & SUPERVISION

## **Bias in the Courtroom**

ABA, Virginia Commission on Women and Minorities in the Legal System, Arthur Young & Co. (1988)

1533-V/88 (one videotape) (16 min.) (print material)

Reveals acts of bias and discrimination in the courtroom and addresses methods for solving the problem.

## **Blue Eyed**

California Newsreel (1995)

3715-V/95 (one videotape) (1 hr. 33 min.) (viewer's guide)

This video is a tool to help groups discuss and learn about racism, white privilege, majority-minority relations and other diversity topics. When used as part of an organizational effort to examine the interpersonal aspects of racism, this video can greatly further people's commitment to change.

## **Breaking the Attitude Barrier: Learning to Value People with Disabilities**

MTI Film & Video (1991)

1842-V/91 (one videotape) (34 min.) (leader's guide) (participant's workbook)

Addresses common myths, fears, and stereotypes about people with disabilities. Uses workplace interviews, dramatic vignettes, and lectures to help participants examine their own attitudes. Closed-captioned for the hearing impaired.

## **Closing the Gap: Gender Communication Skills**

American Media, Inc. (1994)

2536-V/94 (one videotape) (20 min.) (facilitator's guide)

Explores traditional differences in the ways in which men and women communicate and presents six communication styles. The narrators warn trainees not to overgeneralize "male" and "female" communication styles while focusing on providing skills to enhance communication between men and women.

## **Disability Etiquette in the Workplace**

Advantage Media, Inc. (1992)

2457-V/92 (one videotape) (19 min.) (facilitator's guide) (participant's handbook)

When employees with disabilities join the team, challenges may arise that not everyone knows how to handle. The program offers six guidelines to help ensure that disabled employees have every chance to participate fully. Viewers follow three employees and their supervisors and co-workers as they learn to make accommodations and adjustments. Disabled people share their feelings and experiences in the documentary segments.

## **Diverse Teams at Work: Capitalizing on the Power of Diversity**

corVision Media (1995)

2960-V/95 (one videotape) (25 min.) (leader's guide)

Work teams can successfully move companies toward their goals if traditional team-building models are adapted to suit today's diverse employee pool. Based on the book by Lee Gardenswartz and Anita Rowe, this video fosters greater understanding and respect between people of different backgrounds who serve on today's organizational work teams. The video helps work teams use the richness of diversity to achieve organizational objectives.

**Dynamics of Diversity**

Roosevelt Thomas, Jr.

American Media, Inc. (1994)

2537-V/94 (one videotape) (49 min.)

Roosevelt Thomas, Jr., the founder of the Managing Diversity Institute at Morehouse University, narrates. The program is not intended as a training video for large audiences. It serves as a useful introduction to the subject of diversity for court training specialists, diversity training planning committees and task forces, and court managers. No training documentation is available.

**Faces**

Salenger Films (1985)

2093-V/85 (one videotape) (1 min.) (leader's guide)

A session starter for any human resource program, this one-minute, non-narrated video shows a kaleidoscope of human faces of different sex, races, and ages merging and complementing each other to form a whole, reminding us that we are all unique yet share a common humanity.

**The FAIR Way to Manage Diversity**

American Media, Inc. (1996)

3262-V/96 (one videotape) (19 min.) (print material)

This video focuses on creating a work environment in which differences enhance productivity. Viewers learn to acknowledge both cultural and workplace differences using four basic tools: feedback, assistance, inclusion, and respect (FAIR). Key points include paying attention to the impact of words, making a daily habit of using constructive feedback, being proactive about communicating needs and lending assistance, including people on the team and making them feel important, and respecting the differences of others.

**Homophobia in the Workplace**

Brian McNaught

American Media, Inc. (1993)

2961-V/93 (one videotape) (58 min.)

Can an organization afford not to use 100% of its human resources? When fear and misinformation rule the workplace, an organization loses potential employee productivity, creativity, and loyalty. This video encourages organizations to promote sensitivity and open communication about homosexuality. It is recommended for use with diversity initiatives, management or supervisory training programs, and employee assistance programs.

**Managing Diversity**

CRM Films (1990)

2096-V/90 (one videotape) (22 min.) (leader's guide)

This video promotes a deeper understanding of the factors that influence behavior and perception. It inspires managers to look inside themselves to erase preconceived notions, and to look inside others for the true values and contributions longing to be expressed.

**The Peacock in a Land of Penguins**

CRM Films (1995)

2962-V/95 (one videotape) (10 min.) (leader's guide)

This video presents an animated corporate fable about the perils and possibilities of being "different" in organizations. The tale, based on the book by B. J. Hateley and Warren H. Schmidt, sheds new light on the subject of workforce diversity.

**Power of Diversity: Creating Success for Business and People**

Excellence in Training Corp. (1993)

2538-V/93 (four videotapes) (1 hr. 20 min.) (facilitator's guide) (participant's workbook)

Through a series of eight vignettes, this video portrays the challenges confronted by many employees and managers in the workplace. The vignettes stimulate discussion of the following issues: sexual harassment and gender discrimination; disabilities; career development; age bias; performance appraisal; balance of work and family issues; sexual orientation; and career mobility.

**Sexual Harassment: Prevention, Recognition, and Correction**

Bureau of Business Practice (1993)

2950-V/93 (one videotape) (25 min.) (leader's guide)

Sexual harassment undermines employee productivity and morale. This program can help viewers protect their workplace and underscore the message that harassment won't be tolerated. It discusses how to recognize harassment, how to prevent it from happening, and, if it does occur, how to take the proper corrective action.

**The Sexual Harassment Quiz**

Enterprise Media, Inc. (1992)

2087-V/92 (one videotape) (59 min.) (instructor's materials)

This is an interactive video that addresses sexual harassment in an open and candid format. Viewers are directly involved as they judge scenarios, answer questions, and analyze their responses. The video generates candid discussion. Viewers will leave the training session with an awareness of misconceptions they may have had.

**Sexual Harassment: Shades of Gray**

Susan L. Webb

Pacific Resource Development Group (1990)

2084-V/90 (five videotapes) (57 min.) (training manual)

This five-tape series is designed for managers, supervisors, and general employees. Its specific goals are to prevent sexual harassment from occurring; to enable employees to distinguish between behavior that is appropriate, behavior that is inappropriate, and behavior that is illegal; and to provide employees with a clear understanding of their responsibilities.

**Sexual Harassment: Walking the Corporate Fine Line**

Salenger Films (1987)

1183-V (one videotape) (30 min.)

Describes the consequences of sexual harassment in the workplace: emotional trauma, loss of productivity, higher turnover, and increased legal costs. Traces the history of sexual harassment and summarizes relevant legislation.

**Subtle Sexual Harassment: The Issue Is Respect**

Quality Media Resources (1992)

3417-V/92 (one videotape) (28 min.) (facilitator's guide)

This video is intended for managers and employees. It focuses on the legal and practical definitions of sexual harassment. It discusses an employee's responsibility to recognize and avoid offensive behaviors and to clearly communicate either directly to an offensive co-worker or to a supervisor or manager when a harassment incident occurs. This program supports the FJC's *Sexual Harassment Awareness* packaged training program.

**A Tale of "O"**

Rosabeth Moss Kanter

Goodmeasure, Inc. (1993)

2439-V/93 (one videotape) (51 min.) (combined instructor's/user's guide)

*A Tale of "O"* is an entertaining parable about what happens to any new or different kind of person in a group and how the situation can be managed. The video is closed-captioned for the hearing impaired.

**Talking 9 to 5: Women and Men in the Workplace**

Deborah Tannen, Ph.D.

Chart House International Learning Corp. (1995)

3716-V/95 (one videotape) (29 min.) (leader's guide)

In this video, Dr. Deborah Tannen explores the gender differences in conversation that start in early childhood and affect productivity in the workplace. Meaningful stories and real-life examples show the power of understanding conversational styles, and how better understanding can dramatically improve workplace relationships.

**A Winning Balance**

BNA Communications, Inc. (1993)

2615-V/93 (one videotape) (34 min.) (leader's guide) (participant's guide)

This video promotes the importance of appreciating and understanding differences in the workplace. A thoughtful interactive exercise and vignettes illustrating a range of workplace behaviors are provided to encourage discussion. This program provides an introduction to diversity for all employees.

**Working Together: Managing Cultural Diversity**

Crisp, Inc. (1990)

1631-V/90 (one videotape) (25 min.) (leader's guide) (participant's workbook)

This video discusses managing attitudes in a diverse society and workforce; the importance of managing the ways we think about ourselves and others; and speaking, listening, and nonverbal expressions.

**SEMINARS****Challenge of Diversity: Deriving Advantage from Difference**

Santiago Rodriguez, David H. Coar, Robb M. Jones

National Workshop for District Court Judges II (July 1995)

2842-A/95 (one audiotape)

**Diversity Issues in the Court**

Henry T. Wingate, Martha G. Miller

Orientation for Newly Appointed Bankruptcy Judges (June 1995)

3069-A/95 (one audiotape)

**Gender Fairness in the Courtroom Workshop (May 1993)****EEO Issues in the Court**

R. Townsend Robinson

2221-A/93 (two audiotapes)

Emphasis on recognizing and developing EEO resources in organizations.

**A Historical Look at Gender Fairness Issues in the Court**

Lynn Hecht Schafran

2217-A/93 (one audiotape)

**Multicultural Juries and Fair Verdicts**

Eric Breindel

Harold R. Medina Seminar for State and Federal Judges: The Art of Judging: Enduring Principles

Amid Diversity (June 1993)

2318-A/93 (one audiotape)

**Promoting Gender Fairness in the Bankruptcy Courts**

Lynn Hecht Schafran, Robert E. Ginsberg, Louise DeCarl Malugen, Marjorie S. Steinberg  
Workshop for Bankruptcy Judges of the First, Third, Seventh, Tenth, and Eleventh Circuits  
(Mar. 1992)  
1976-A/92 (one audiotape)

**Promoting Gender Fairness in the Courtroom**

Lynn Hecht Schafran, John C. Coughenour  
National Workshop for District Judges III (Sept. 1993)  
2377-A/93 (one audiotape)

**Promoting Racial and Ethnic Fairness in the Courtroom**

David H. Coar, Howard R. Messing, Henry T. Wingate, James Rosenbaum  
National Workshop for District Judges III (Sept. 1993)  
2378-A/93 (one audiotape)

**Recognizing Diversity in the Courtroom**

Santiago Rodriguez  
Workshop for Bankruptcy Judges III (Apr. 1994)  
2530-A/94 (two audiotapes)

## DRUG ABUSE

*see also* HEALTH

**Alcohol and Cocaine: The Secret Addiction**

Bill Blakemore  
AIMS Media (1988)  
809-V (one videotape) (49 min.) (print material)  
Examines research showing how alcohol and cocaine can physically change the brain to produce addiction and cause pervasive harm to the body. The concept of genetic predisposition to addiction is explored. Recovering addicts relate their own experiences.

**Back to Reality**

Hugh Downs  
Johnson Institute (1988)  
1063-V (one videotape) (25 min.) (print material)  
Discusses the nature and effects of drug addiction and successful intervention strategies. Includes a discussion guide and sample questions for trainers.

**Designer Drugs and Human Physiology: PCP, Ecstasy, and Fentanyl**

AIMS Media (1989)  
1733-V/89 (one videotape) (18 min.) (study guide)  
Looks at the effects and dangers of three “designer drugs.”

**Drug Education**

James Wilson  
National Institute of Justice, Crime File II Series (1986)  
597-V (one videotape) (27 min.)  
This video provides a discussion of Project D.A.R.E., a drug-abuse resistance education program first piloted by the Los Angeles Police Department and the Los Angeles Unified School District in the early 1980s. The program is geared to students in grades K–7. It teaches these students how to say “no” to drugs before they reach junior high school.

**Drug Surveillance Through Urinalysis**

National Institute of Justice (1987)

650-V/87 (one videotape) (16 min.)

This video describes a pilot drug surveillance program undertaken by the Pretrial Services Agency of the Superior Court for the District of Columbia. The program monitors arrestees' drug use to determine whether arrestees should remain on pretrial release or be detained in jail. An arrestee's use of five drugs—PCP, cocaine, amphetamines, opiates, and methadone—can be monitored through analysis of urine samples.

**Heroin and Human Physiology**

AIMS Media (1988)

852-V (one videotape) (22 min.)

In this program, a physician discusses the harmful physiological effects of heroin. Recovering addicts discuss withdrawal, infections, pregnancy, sexual dysfunction, and AIDS.

**It's Your Choice**

U.S. Probation Office for the Eastern District of Virginia (1996)

3272-V/96 (one videotape) (14 min.) (training guide) (optional overhead transparencies available on request)

This program was developed as a community outreach tool to help probation officers tell school-age children about the life consequences of getting involved with drugs. The program is a collaborative effort of the U.S. Probation Office for the Eastern District of Virginia; Christian Broadcasting Network; Drug Enforcement Administration; Federal Bureau of Investigation; Bureau of Alcohol, Tobacco, and Firearms; U.S. Attorney's Office; U.S. Marshals Service; students; and ex-offenders. The video is short in order to allow presenters to add it to their own program. The video and training guide can be copied and distributed free of charge. For more information, contact SUSPO Ralph Pacy or Senior USPO Charles Logan at (757) 441-6673.

**Marijuana and the Mind: Intoxication & Addiction**

AIMS Media (1991)

1728-V/91 (one videotape) (29 min.)

Reports on research into marijuana's effects on memory, learning, attention, and perception. Describes warning signs and consequences of dependency. Ex-users discuss their dependency.

**The Mind: Addictions**

PBS Video (1988)

3668-V/88 (one videotape) (1 hr.)

In this program, experiments with persons suffering from heroin, alcohol, nicotine, food, and gambling addictions provide insights into the nature of the mind. Viewers learn that the brain has natural receptors for chemicals that are activated in addictive behavior. Scientists explain the reasons for the pain of withdrawal. Recent studies on the mind's capacity for chemical dependency are discussed, revealing a complex and delicate balance within the brain.

**Recovery from Cocaine Addiction: The Message of Hope**

AIMS Media (1987)

906-V (one videotape) (24 min.)

Describes the six stages of recovery from cocaine addiction from physical, emotional, and spiritual perspectives.

**Smokeable Cocaine: The Haight-Ashbury Crack Film**

Cinemed (1987)

625-V/87 (one videotape) (30 min.)

This video examines the addictive properties and harmful side effects of freebase, or smokeable, cocaine. It includes interviews with former cocaine addicts and drug addiction counselors at the Haight-Ashbury Drug Detox Clinic.

**Stopping Drugs**

PBS Video (1987)

554-V (two videotapes) (57 min. each)

These videos constitute Part 1 and Part 2 of a PBS “Frontline” series on drug addiction and drug-abuse treatment and prevention in America. Part 1 features interviews with addicts involved in various stages of drug abuse treatment. The program brings to light the reality that most drug addicts will relapse, even after being “clean” for twenty-one days or more. Part 2 looks at drug abuse prevention through education and examines whether educational programs that teach teenagers to stay “clean” actually work.

**Substance Abuse: Causes, Consequences and Treatment Choices (video series)**

Center for Interdisciplinary Studies (1990)

**Addiction and Society**

Norman E. Zinberg

2204-V/90 (one videotape) (54 min.) (print material)

Describes the reciprocal relationship between addiction and society throughout recent history.

**Alcohol and Drug Problems in Women**

Valery Yandow

2212-V/90 (one videotape) (47 min.) (print material)

Discusses the unique aspects of alcohol and drug problems in women: prescription medications, multiple diagnoses, and early childhood traumas such as incest and rape. Treatment recommendations focus on appropriate therapists, modalities, milieus, and adjunct services.

**Assessment and Referral for Alcohol/Drug Related Traffic Offenders**

David S. Timkin

2211-V/90 (one videotape) (37 min.) (print material)

Explains how individuals who are convicted of drunk driving offenses are evaluated as social, incipient, or problem drinkers and referred for education and therapy.

**Assessment and Treatment Planning: A Multimodality Approach**

Harvey Milkman

2206-V/90 (one videotape) (36 min.) (print material)

Develops a multimodality model for assessment and treatment planning. Drawing on vital assessment data from biology, psychology (behavioral and psychodynamic), and sociology, viewers learn to formulate a prescriptive treatment plan through an integrated case report covering mental status, family history, dynamic formulation, and treatment recommendations.

**Biological Factors**

David E. Smith, Allan C. Collins, Stanley G. Sunderwirth

2203-V/90 (one videotape) (45 min.) (print material)

Describes genetic and biochemical influences on individuals who become addicted to drugs and alcohol.

**Contrasting Treatments: The 12-Step Recovery Model vs. Cognitive-Behavioral Therapy**

David E. Smith, Chad D. Emrick

2208-V/90 (one videotape) (50 min.) (print material)

Discusses an alternative treatment strategy to the 12-step recovery model. Cognitive-behavioral therapy focuses on an individual’s thoughts, perceptions, and images about himself or herself in relationship to alcohol.

**Evaluation, Medical Considerations and the Treatment Milieu**

Howard J. Shaffer, David E. Smith, Jesse Jaramillo

2207-V/90 (one videotape) (1 hr.) (print material)

Discusses assessment and diagnosis of addictive disorders and provides a description of medical considerations in treatment for overdose and withdrawal. Describes biological and psychosocial treatments followed by a demonstration of “confrontation-sensitivity training” at the Peer-I Therapeutic Community. Concludes with a discussion of the relationships between rehabilitation efforts and law enforcement requirements.

**The Nature of Addiction**

Howard J. Shaffer, David E. Smith

2202-V/90 (one videotape) (35 min.) (print material)

Describes the concepts that have been used to explain addiction from ancient to modern times. The model of addiction as a progressive and potentially fatal disease is presented and evaluated in terms of treatment efficacy and research support.

**The Self-Medication Motive for Alcohol and Drug Abuse; and Dual Diagnosis**

Edward J. Khantzian, Lloyd I. Sederer

2209-V/90 (one videotape) (1 hr.) (print material)

Explores the self-medication motive for taking drugs as a means to regulate painful feeling states. Discusses psychiatric disorders in which alcoholism and alcohol abuse may arise as a complication of mental confusion and emotional distress.

**Substance Abuse and Mental Disorder Concurrent Illness**

Lloyd I. Sederer

2213-V/90 (one videotape) (55 min.) (print material)

Develops an assessment and treatment planning model for dual-diagnosed patients. Accurate diagnosis requires differentiation between symptoms of substance abuse and mental illness. Treatment focuses on psychopharmacology, psychotherapy, family milieu, and cultural considerations.

**Treatment and Incarceration: Who Goes to Prison and Why**

Norman S. Early

2205-V/90 (one videotape) (40 min.) (print material)

Describes how the judicial system decides on the severity of punishments and treatment alternatives for criminal offenders who abuse substances.

**Treatment of Addictive Disease: Fundamental Principles**

David E. Smith

2210-V/90 (one videotape) (55 min.) (print material)

Outlines the generic and behavioral basis for the concept of addictive disease. Presents guidelines for differential diagnosis of addictive disease versus problem drug use. Discusses effective long-term treatment for compulsive use of the most commonly abused psychoactive drugs, including alcohol, marijuana, and cocaine.

**Substance Abuse: Reasonable Suspicion**

American Media, Inc. (1996)

3261-V/96 (one videotape) (16 min.) (print material)

This video helps supervisors identify possible substance abuse in the workplace by explaining physical signs of substance abuse and by demonstrating how employees’ performance and behavioral changes may be related to substance abuse. Former substance abusers describe their methods of “hiding the habit.” The video also offers techniques for confronting a suspected substance abuser in the workplace.



**Success Stories: Change Is Possible**

FMS Productions (1994)

2953-V/94 (one videotape) (32 min.) (leader's guide) (workbook)

This video describes the lives of four people who, because they beat the odds, can serve as role models for any individual struggling to make a successful transition from a life of substance abuse, destructive behavior, and prison time to a healthy, responsible life. The video and workbook help the viewer develop a personal, practical plan for transition and recovery.

**SEMINAR****Basic Drug Education for Judges**

Claudia Wilken

Seminar for Magistrate Judges of the Ninth and Tenth Circuits (Jan. 1989)

1114-A (one audiotape)

## **EMPLOYMENT DISCRIMINATION**

*see also* AMERICANS WITH DISABILITIES ACT

**Americans with Disabilities Act**

Christopher G. Bell, Chai R. Feldblum, Darrell S. Gay, Stephen E. Tallent

ALI-ABA Video Law Review (Dec. 1992)

2085-A/92 (three audiotapes) (3 hr. 35 min.) (participant's handbook); 2085-V/92 (two videotapes) (3 hr. 35 min.) (participant's handbook)

Overview of the ADA; reasonable accommodation and undue hardship; threat of future harm; essential job functions and job descriptions; mental impairments; the ADA, unions, and collective bargaining agreements; alcoholism and drug abuse; testing, medical examinations, agility tests, and psychological screens; benefits and health insurance; EEOC regulations and enforcement.

**The Americans with Disabilities Act: New Access to the Workplace**

MTI Film & Video (1991)

1841-V/91 (one videotape) (40 min.) (leader's guide) (participant's workbook)

Examines the Act through workplace interviews and dramatic vignettes, explaining procedures for implementing the Act and how the law affects employers. Closed-captioned for the hearing impaired.

**Making the ADA Work for You**

Barr Films (1992)

2095-V/92 (one videotape) (22 min.) (discussion leader's guide)

This video addresses the attitudes and legalities managers and supervisors must understand in order to effectively work within the ADA guidelines. Six realistic scenarios illustrate simple, inexpensive solutions to issues raised by the law.

**SEMINARS****Issues in Employment Law**

Joseph M. Hood, Joel W. Friedman

Workshop for Judges of the Sixth Circuit (May 1998)

3597-A/98 (one audiotape)

Includes an overview of the Americans with Disabilities Act and sexual harassment issues.

### **An Overview of Discrimination Litigation**

Joel W. Friedman

Orientation Seminar for Newly Appointed District Judges (June 1998)

3606-A/98 (two audiotapes)

Discusses employment discrimination claims on the basis of race, national origin, gender, religion, age, or disability brought by the EEOC, an individual plaintiff, or a class. Discussion includes Title VII, the Reconstruction Era Civil Rights Acts, the Age Discrimination in Employment Act, the Americans with Disabilities Act, and the Civil Rights Act of 1991.

### **Overview of Employment Discrimination Issues**

Martha E. Chamallas

Orientation Seminar for Newly Appointed U.S. Magistrate Judges (Oct. 1997)

3508-A/97 (one audiotape)

### **Selected ADA/Rehabilitation Act Employment Cases**

Peggy R. Mastroianni

Workshop for Judges of the Fourth Circuit (Mar. 1998)

3553-A/98 (one audiotape)

## **ENVIRONMENTAL LAW**

### **SEMINARS**

#### **Environmental Crimes**

Steven Solow, Jeffrey G. Miller

Workshop for Judges of the Seventh Circuit (May 1996)

3051-A/96 (one audiotape)

#### **Environmental Law**

Barry Breen

Workshop for Magistrate Judges of the Fifth, Eighth, Eleventh, and D.C. Circuits (Aug. 1996)

3172-A/96 (one audiotape)

#### **Environmental Law: A Primer on Basic Statutes—Air, Water, RCRA, and Superfund**

Barry Breen

Workshop for U.S. Magistrate Judges of the First, Third, Fourth, Seventh, and Tenth Circuits (June 1996)

3200-A/96 (one audiotape)

Overview of the structure of the four principal federal environmental laws: the Clean Air Act, the Clean Water Act, the Resource Conservation and Recovery Act (RCRA), and the Comprehensive Environmental Response, Compensation and Liability Act (Superfund).

#### **Environmental Law Hot Topics**

Barry Breen

Workshop for Judges of the First and Seventh Circuits (Sept. 1994)

2590-A/94 (one audiotape)

Highlights of controversial issues currently litigated, including interstate waste movement, the scope of Superfund liability, Superfund's relationship to state law, and natural resources damages.

### **Managing and Settling Hazardous Waste Cases**

Joel B. Rosen, Jeffrey G. Miller, Barry Breen, Gail Ginsberg  
National Workshop for U.S. Magistrate Judges (July 1997)  
3477-A/97 (one audiotape)

A discussion of recurring issues in “Superfund” hazardous waste cleanup cases: what the law is, what the usual practice is, and judicial strategies for managing the cases and enabling them to settle if appropriate.

## **ERISA**

*see also* HEALTH CARE LEGAL ISSUES

### **SEMINAR**

#### **ERISA Issues**

William Schmidt  
National Workshop for U.S. Magistrate Judges (July 1997)  
3472-A/97 (one audiotape)

## **EVIDENCE**

*see also* SCIENCE & TECHNOLOGY; SCIENTIFIC EVIDENCE

#### **Computer-Generated Visual Evidence**

Fern M. Smith, Gregory P. Joseph, Stephen A. Saltzburg  
FJC Production (1998)  
3551-V/98 (two videotapes) (1 hr. 7 min.) (print material available via J-Net)

In this two-part Center program, designed primarily for judges and law clerks, panelists analyze questions of authentication, fairness, hearsay, discovery, and Federal Rule of Evidence 403, and other evidentiary questions raised by computer-generated reconstructions, animations, and simulations. Several computer-generated visuals are shown and discussed.

#### **Evidence for Trial Lawyers**

Irving Younger  
National Practice Institute (1978, 1982)  
AJ-0294 (seven audiotapes) (print material)

This is a taped lecture with outline. Topics covered include types of evidence, competence, relevance and materiality, viva voce evidence, hearsay and exceptions, privileges, burdens, and presumptions.

#### **Other Crimes, Wrongs, or Acts: Applying Federal Rule of Evidence 404(b)**

Vicki Miles-LaGrange, Reena Raggi, Milton I. Shadur  
FJC Production (1998)  
3552-V/98 (two videotapes) (1 hr. 8 min.) (print material available via J-Net)

In this two-part Center program, District Judges Vicki Miles-LaGrange (W.D. Okla.), Reena Raggi (E.D.N.Y.), and Milton Shadur (N.D. Ill.) discuss some of the more troublesome legal and practical issues that arise in the application of Fed. R. Evid. 404(b). These issues are discussed in the context of three hypothetical case scenarios—two criminal and one civil. In Part 1, the panelists discuss the 404(b) issues in a street drug distribution scenario. In Part 2, they discuss the 404(b) issues in a white-collar fraud scenario and a Title VII employment discrimination scenario. The fact patterns of the three hypothetical cases constitute the program materials.

**An Overview of the Federal Rules of Evidence**

James H. Hancock

FJC Production (1993)

1722-A/93 (three audiotapes) (2 hr. 35 min.) (print material); 1722-V/93 (three videotapes) (2 hr. 35 min.) (print material)

This is a three-part video program used as part of the orientation of newly appointed district judges.

**Overview of the Federal Rules of Evidence, Bankruptcy Judge Edition**

James H. Hancock

FJC Production (1988)

661-V (three videotapes) (2 hr. 12 min.)

**Trial Evidence in the Federal Courts: Problems and Solutions in the Nineties**

Edward R. Becker, Laura A. Brevetti, Daniel J. Capra, John M. Kobayashi, Frederick B. Lacey, Michael M. Martin, Charles R. Richey, Anita Porte Robb, James K. Robinson, Marietta S. Robinson, Sol Schreiber, John E. S. Scott, James T. Turner, D. Jean Veta, Ralph K. Winter, Jr.

ALI-ABA Course of Study (June 1993)

2490-A/93 (nine audiotapes) (study materials)

Overview of the Federal Rules of Evidence; hearsay rule and the most important exceptions; witnesses generally; opinions and expert testimony; the economist as an expert; reasonable reliance on data; attorney-client privilege and work product; other privileges; relevancy and its limits; documentary evidence.

**SEMINARS****Computer-Generated Evidence**

Gregory P. Joseph, Kathlynn G. Fadely

National Workshop for District Court Judges II (July 1995)

2849-A/95 (one audiotape)

Overview of computer graphic animations and simulations as demonstrative evidence, including admissibility issues. In-depth discussion of state-of-the-art graphic animations presented in the 14-month trial resulting from the crash of Delta Flight 191 at the Dallas/Fort Worth Airport in August 1985.

**Evidence Update**

Jane Aiken

National Workshop for U.S. Magistrate Judges (July 1997)

3471-A/97 (one audiotape)

**Evidence Update**

Charles W. Ehrhardt

Workshop for Judges of the Fourth Circuit (Mar. 1998)

3557-A/98 (one audiotape)

**Evidentiary Issues in Bankruptcy**

Barry Russell

Orientation for Newly Appointed Bankruptcy Judges (June 1995)

3075-A/95 (one audiotape)

**Evidentiary Issues in Bankruptcy**

Mary Davies Scott

Orientation for Newly Appointed Bankruptcy Judges (Nov. 1996)

3531-A/96 (one audiotape)

**Evidentiary Issues in Employment Discrimination**

Peggy Patterson, Jane Aiken

Workshop for U.S. Magistrate Judges (July 1998)

3620-A/98 (one audiotape)

Discusses, through scenarios, how judges make rulings on evidentiary issues that arise in employment discrimination trials.

**The Judge as Gatekeeper in Deciding the Admissibility of Scientific Expert Testimony  
Post-Daubert**

Robert E. Jones, Edward J. Brunet

Workshop for Judges of the Ninth Circuit (Feb. 1994)

2811-A/94 (one audiotape)

**Overview of Evidence Issues**

Jane H. Aiken

Orientation Seminar for Newly Appointed U.S. Magistrate Judges (Oct. 1997)

3510-A/97 (one audiotape)

**Survey Research Evidence**

Jacob Jacoby

National Workshop for District Judges III (Aug. 1995)

2908-A/95 (one audiotape)

Discussion of key issues and concerns when survey research evidence is presented in the courtroom, including sampling considerations, questionnaire considerations, and research strategy.

## **FEDERAL DEFENDERS & DEFENDER INVESTIGATORS**

*see also* CIVIL PROCEDURE; CRIMINAL LAW & PROCEDURE; EVIDENCE; SENTENCING

**SEMINARS****The Armed Career Criminal**

Jodie A. English

Orientation Seminar for Assistant Federal Defenders (Dec. 1990)

1578-A/90 (one audiotape)

**Case Preparation and Effective Use of Defense Investigations**

Larry A. Nathans

Orientation Seminar for Assistant Federal Defenders (Dec. 1990)

1584-A/90 (one audiotape)

# FEDERAL JUDICIAL SYSTEM

see also APPELLATE COURTS; BANKRUPTCY LAW & PROCEDURE; MAGISTRATE JUDGES

## **An Introduction to the Federal Courts**

FJC Production (1994)

3162-CD/94 (one CD-ROM) (M-PEG compatible)

Through a series of video segments, quizzes, and interactive exercises, the user learns about such topics as separation of powers, the federal courts' jurisdiction, and their organization and administration. The program is based on *An Introduction to the Federal Courts* (catalog no. 1832-V/91), a video program that the Center produced primarily, though not exclusively, for new court employees to enhance their understanding of the federal courts. System requirements: IBM PC 486 or compatible; CD-ROM drive with a minimum data rate of 150K/second; RealMagic-compatible MPEG playback controller; Soundblaster Pro or compatible sound board; 8 MB of RAM; Windows 3.1 or later; 30 MB of free hard disk space.

## **A Word of Welcome to the Federal Judicial System (appellate judges)**

William H. Rehnquist, Rya W. Zobel

FJC Production (1995)

1786-V/95 (one videotape) (10 min.)

In this program, Chief Justice William H. Rehnquist and Judge Rya W. Zobel, director of the Federal Judicial Center, welcome new appellate judges to the federal judiciary. The program discusses assistance available from the Center and the Administrative Office of the U.S. Courts and explains the role of national and local agencies and other entities responsible for various aspects of federal court administration. For use in the orientation of appellate judges.

## **A Word of Welcome to the Federal Judicial System (bankruptcy judges)**

William H. Rehnquist, Rya W. Zobel

FJC Production (1995)

1787-V/95 (one videotape) (10 min.)

In this program, Judge Rya W. Zobel, director of the Federal Judicial Center, welcomes new bankruptcy judges to the federal judiciary. The program discusses assistance available from the Center and the Administrative Office of the U.S. Courts and explains the role of national and local agencies and other entities responsible for various aspects of federal court administration. For use in the orientation of bankruptcy judges.

## **A Word of Welcome to the Federal Judicial System (district judges)**

William H. Rehnquist, Rya W. Zobel

FJC Production (1995)

1716-V/95 (one videotape) (10 min.)

In this program, Chief Justice William H. Rehnquist and Judge Rya W. Zobel, director of the Federal Judicial Center, welcome new district judges to the federal judiciary. The program discusses assistance available from the Center and the Administrative Office of the U.S. Courts and explains the role of national and local agencies and other entities responsible for various aspects of federal court administration. For use in the orientation of district judges.

## **A Word of Welcome to the Federal Judicial System (magistrate judges)**

William H. Rehnquist, Rya W. Zobel

FJC Production (1995)

1785-V/95 (one videotape) (7 min.)

In this program, Judge Rya W. Zobel, director of the Federal Judicial Center, welcomes new magistrate judges to the federal judiciary. The program discusses assistance available from the Center and the Administrative Office of the U.S. Courts and explains the role of national and local agencies and other entities responsible for various aspects of federal court administration. For use in the orientation of magistrate judges.

## SEMINARS

### **A Conversation on the Post-Revolution Origins of an Independent Judiciary**

John P. Kaminski, Richard Leffler  
Workshop for Judges of the Eleventh Circuit (Sept. 1996)  
3227-A/96 (one audiotape)

### **Future of the Federal Judiciary**

Robb M. Jones, John C. Godbold, Laura E. Little  
Workshop for Judges of the Eleventh Circuit (Sept. 1996)  
3228-A/96 (one audiotape)

### **Greetings and Introductions**

Rya W. Zobel, Anthony M. Kennedy  
Orientation Seminar for Newly Appointed District Judges (June 1998)  
3599-A/98 (one audiotape)

### **Welcome Address**

Anthony M. Kennedy  
Orientation Seminar for Newly Appointed District Judges (June 1996)  
3104-A/96 (one audiotape)

## FEDERAL JURISDICTION

### **Federal Jurisdiction**

James M. Wagstaffe  
FJC Production (June 1993)  
2302-A/93 (two audiotapes) (2 hr. 15 min.); 2302-V/93 (three videotapes) (2 hr. 15 min.)  
Videotaped presentation to newly appointed district judges on federal subject-matter jurisdiction. Provides a detailed discussion of the four types of federal jurisdiction: federal question, diversity, removal, and supplemental.

## SEMINARS

### **Abstention and Preemption**

James M. Wagstaffe  
Workshop for Judges of the Eleventh Circuit (Mar. 1998)  
3564-A/98 (one audiotape)

### **Federal Jurisdiction**

James M. Wagstaffe  
Orientation Seminar for Newly Appointed District Judges (June 1998)  
3600-A/98 (two audiotapes)  
Discusses diversity/federal question jurisdiction; preemption, removal and remand; and supplemental jurisdiction.

### **Preemption/Abstention/Declaratory Relief**

James M. Wagstaffe  
National Workshop for District Court Judges II (July 1995)  
2839-A/95 (one audiotape)

**Preemption/Abstention/Declaratory Relief**

James M. Wagstaffe  
National Workshop for District Judges III (Aug. 1995)  
2897-A/95 (one audiotape)

## FEDERALISM

### SEMINARS

**Commerce Clause After *Lopez***

Deborah Jones Merritt, James E. Pfander  
Workshop for Judges of the Eleventh Circuit (Sept. 1996)  
3234-A/96 (one audiotape)  
Overview of the Supreme Court's decision in *Lopez*. Discussion includes the underlying policy analysis; the constitutionality of other federal statutes; and how *Lopez* relates to *Seminole Tribe of Florida v. Florida*.

**The Commerce Clause After *United States v. Lopez***

Barry Friedman  
Workshop for Judges of the Third Circuit (Apr. 1996)  
3090-A/96 (one audiotape)  
Overview of the Supreme Court's decision in *Lopez*. Discussion includes the underlying policy analysis; the constitutionality of other federal statutes; and how *Lopez* relates to *Seminole Tribe of Florida v. Florida*.

## FOREIGN LANGUAGES

**Speak and Read Essential Chinese I: Cantonese**

Dr. John H. T. Lu, Kenneth J. Xiong, and Christopher J. Gainty  
Pimsleur International (1995)  
2954-A/95 (five audiotapes) (user's manual and guide to Cantonese)  
This self-study course teaches the listener frequently used Cantonese vocabulary and basic sentence construction. Fluency in a variety of situations is emphasized.

**Speak and Read Essential Chinese I: Mandarin**

Dr. John H. T. Lu  
Pimsleur International (1991)  
2955-A/91 (seven audiotapes) (user's manual and guide to Mandarin)  
This self-study course teaches the listener frequently used Mandarin vocabulary and basic sentence construction. Fluency in a variety of situations is emphasized.

**Speak and Read Essential Spanish**

Dr. Paul Pimsleur  
Amacom (1966)  
AIS-0007 (fifteen audiotapes)  
This self-study course teaches the listener frequently used Spanish vocabulary and basic sentence construction. Fluency in a variety of situations is emphasized.



### **Speak and Read Essential Spanish II**

Dr. Phillip D. Smith, Jr.

Pimsleur International (1991)

1384-A/91 (eight audiotapes)

This self-study course is geared to the more advanced Spanish speaker. It focuses on higher vocabulary and more difficult sentence structures and combinations.

## **GENDER ISSUES**

*see* DIVERSITY

## **HABEAS CORPUS**

### **New Developments in the Federal Law of Habeas Corpus**

Edward E. Carnes, James E. Coleman, Jr., Barry Friedman, Leon Friedman, Nancy J. King, Evan Tsen Lee, James S. Liebman, Ira P. Robbins, Larry W. Yackle, Rya W. Zobel

FJC Production (1996)

3160-V/96 (four videotapes) (4 hr.) (print material); 3160-A/96 (four audiotapes) (4 hr.) (print material)

This is the tape of a September 1996 satellite broadcast cosponsored by the FJC and ALI-ABA. Panelists provide an overview of Title I of the Antiterrorism and Effective Death Penalty Act of 1996. They discuss the law's application to pending cases, its opt-in provisions, and issues arising under the statute involving statutes of limitations, exhaustion of remedies, stays of execution, determination of factual issues, hearings, the effects of state court hearings, barriers to relief, *Teague* problems, successor petitions, certificates of appealability, limits on appellate review, and federalism.

### **SEMINARS**

#### **Capital Habeas Corpus**

Ira P. Robbins, Will Garwood

1996 Workshop for District and Circuit Judges of the Fifth Circuit (Nov. 1996)

3454-A/96 (one audiotape)

#### **Death Penalty Habeas Corpus: Recent Action in Congress**

Larry W. Yackle

1996 Workshop for District and Circuit Judges of the Tenth Circuit (Mar. 1996)

3005-A/96 (one audiotape)

#### **Federal Habeas Corpus and the Antiterrorism Act**

Ira P. Robbins

Orientation Seminar for Newly Appointed District Judges (June 1997)

3378-A/97 (two audiotapes)

#### **Federal Habeas Corpus Relief for State and Federal Prisoners**

Ira P. Robbins

Orientation Seminar for Newly Appointed District Judges (June 1998)

3611-A/98 (one audiotape)

**Habeas Corpus in Capital Cases: Introduction to the Issue, New Legislative Developments**

Joseph L. Hoffman, William J. Bauer, John H. Blume, Charles R. Norgle  
Workshop for Judges of the Seventh Circuit (May 1996)  
3047-A/96 (one audiotape)

**Habeas Corpus Issues**

Ira P. Robbins  
Orientation Seminar for Newly Appointed U.S. Magistrate Judges (Oct. 1997)  
3503-A/97 (two audiotapes)

**Habeas Corpus Issues/Pro Se Litigation**

Celeste F. Bremer, Ira P. Robbins  
Orientation Seminar for Newly Appointed U.S. Magistrate Judges (Oct. 1996)  
3280-A/96 (three audiotapes)

**Recurring Issues in Death Penalty Cases—Circuit and District Judge Perspectives**

Patrick E. Higginbotham  
Workshop for Judges of the Ninth Circuit (Jan. 1989)  
1122-A (one audiotape)  
Discussion of the practical and procedural impact of major Supreme Court precedent; step-by-step review of the anatomy of stay cases; and district judge approaches to questions commonly raised.

## HEALTH

*see also* DRUG ABUSE; MANAGEMENT & SUPERVISION

### *General*

**The American Cancer Society's "Freshstart": 21 Days to Stop Smoking**

Nemo Productions (1986)  
707-A (one audiotape) (1 hr. 15 min.)  
This program is designed to help smokers through the critical first three weeks as they kick the habit. The program's day-by-day method helps smokers understand the three hooks of smoking, how to combat cravings, and what withdrawal symptoms to expect. It also explains how to develop a nonsmoker's identity, and it provides the support crucial to beating the cigarette habit.

**Avoiding Computer Pains and Strains**

Advantage Media, Inc. (1989)  
1632-V/89 (one videotape) (15 min.)  
Shows simple, low-cost ways for setting up a computer workstation to minimize physical stress.

**Community CPR**

American Red Cross Video Network (1988)  
1226-V (one videotape) (1 hr. 51 min.)  
Emergency care for victims of a heart attack, choking, or electrocution. Includes re-creations of emergencies as well as step-by-step instructions.

**Lifestyles for Wellness**

AIMS Media (1987)  
1665-V/87 (five videotapes) (1 hr. 2 min.)  
Part I: Introduction (16 min.); Part II: Nutrition for wellness (12 min.); Part III: Moderation in eating (12 min.); Part IV: Fitness for wellness (11 min.); Part V: Health and stress (11 min.).

**The One-Minute Manager Gets Fit**

Kenneth Blanchard

Nightingale-Conant Corp. (1986)

1064-A (two audiotapes)

This program offers a 12-point checklist for a healthier, happier lifestyle. It is a convenient, ongoing reference for evaluating current behavior and making the changes needed to improve personal fitness.

## ***AIDS & HIV***

**AIDS and Attitudes**

Collin Siedor

MTI Film & Video (1992)

2471-V/92 (one videotape) (32 min.)

This video looks at how attitudes influence perceptions about AIDS and people with AIDS. It reviews how AIDS is and is not transmitted, discusses recent demographic trends in HIV infection, and provides a positive example of how a co-worker with AIDS was supported by others in the workplace. Recommended for general staff.

**AIDS: Workplace and the Law**

Dionne Warwick

MTI Film & Video (1988)

2472-V/88 (one videotape) (37 min.) (combined leader's guide/participant's workbook)

This video looks at AIDS from the point of view of managers and supervisors. It reviews common questions about transmission, testing, and confidentiality and provides guidance on developing an AIDS policy. The concept of reasonable accommodation is explained and discussed. Recommended for managers and supervisors.

**Fact vs. Fear: AIDS in the Workplace**

American Media, Inc. (1988)

2473-V/88 (one videotape) (13 min.) (training leader's guide)

This short video emphasizes the importance of knowing the facts about HIV. It lists several of the most common misconceptions and myths about AIDS and discusses the relevant facts. Recommended for general staff.

**One of Our Own: A Story About AIDS in the Workplace**

Dartnell (1987)

851-V (one videotape) (25 min.)

This video can help dissipate employees' fear that AIDS is contagious in the workplace. It also alerts managers and supervisors to the legal issues involved if one of their employees is infected with AIDS. Recommended for managers, supervisors, and general staff.

## ***Mental Health***

**Depression: The Storm Within**

American Psychiatric Press, Inc. (1991)

2460-V/91 (one videotape) (29 min.) (facilitator's guide) (participant's brochures)

Everyone feels "blue" at times, and transitory feelings of sadness or discouragement are perfectly normal. When a person continues to experience these feelings for longer than two weeks, he or she may be suffering from the illness called depression, which affects 15 million Americans each year. The video outlines causes, symptoms, and treatment.

**Faces of Anxiety**

American Psychiatric Press, Inc. (1990)

2459-V/90 (one videotape) (29 min.) (facilitator's guide) (participant's brochures)

Anxiety is a word so commonly used and abused that many people do not realize it is also a significant symptom of severe and debilitating illnesses. Anxiety disorders afflict 8.3% of Americans. This video takes the viewer through a series of vignettes that represent the scope and variety of anxiety disorders and those who suffer the illnesses. Designed for use with lay audiences.

**The Panic Prison**

American Psychiatric Press, Inc. (1989)

2458-V/89 (one videotape) (28 min.) (facilitator's guide) (participant's brochures)

*The Panic Prison* is an emotionally involving film that captures the experiences of panic disorder patients. Through interviews and vivid flashbacks, viewers hear about the sufferers' terror of panic attacks and their frustration in obtaining both a diagnosis and an appropriate treatment program.

**The World of Abnormal Psychology (video series)**

Annenberg/CPB (1992)

2492-V/92 through 2504-V/92 (13 videotapes) (1 hr. each)

This video series examines the characteristics, diagnosis, and treatment of several types of mental illness, including anxiety disorders, personality disorders, substance abuse disorders, sexual disorders, schizophrenias, and organic mental disorders. The series features firsthand accounts from mental health patients, their families, and their physicians.

**Anxiety Disorders**

2494-V/92 (one videotape) (1 hr.)

**Behavioral Disorders of Childhood**

2502-V/92 (one videotape) (1 hr.)

**Looking at Abnormal Behavior**

2492-V/92 (one videotape) (1 hr.)

**Mood Disorders**

2499-V/92 (one videotape) (1 hr.)

**Nature of Stress**

2493-V/92 (one videotape) (1 hr.)

**Organic Mental Disorders**

2501-V/92 (one videotape) (1 hr.)

**Ounce of Prevention**

2504-V/92 (one videotape) (1 hr.)

**Personality Disorders**

2496-V/92 (one videotape) (1 hr.)

**Psychological Factors and Physical Illness**

2495-V/92 (one videotape) (1 hr.)

**Psychotherapies**

2503-V/92 (one videotape) (1 hr.)

**Schizophrenias**

2500-V/92 (one videotape) (1 hr.)

**Sexual Disorders**

2498-V/92 (one videotape) (1 hr.)

**Substance Abuse Disorders**

2497-V/92 (one videotape) (1 hr.)

# HEALTH CARE LEGAL ISSUES

*see also* SCIENTIFIC EVIDENCE

## SEMINARS

### **Basic Genetic Concepts: Units of Heredity, Inherited Disease, and Genetic Testing**

Mimi Blitzner, Deborah Hellman, Sandra Yang

Health Care and the Legal System for Federal and State Judges (Nov. 1997)

3516-A/97 (two audiotapes)

### **Genetics and Social Change: The State of the Science**

Leland H. Hartwell, Mary Claire King, Maynard V. Olson

Workshop for U.S. Magistrate Judges (July 1998)

3623-A/98 (two audiotapes)

### **Health Care and the Legal System (June 1996)**

#### **Alternative Dispute Resolution Issues in Health Care**

Timothy S. Jost, James L. Hall, Diane E. Hoffman

3145-A/96 (one audiotape)

#### **Evolving Theories of Liability**

Randall R. Bovbjerg, Barry R. Furrow

3144-A/96 (one audiotape)

#### **Introduction to Legal and Ethical Issues**

Charity Scott

3138-A/96 (one audiotape)

#### **Introduction to Public Health Issues**

Lawrence O. Gostin

3139-A/96 (one audiotape)

#### **Medical Futility and the Prospect of Litigation**

Alexander M. Capron, Lawrence J. Schneiderman, Stuart J. Younger

3141-A/96 (one audiotape)

#### **Medical Practice Guidelines and Medical Efficacy**

Eleanor D. Kinney, Andrew L. Hyams, Arnold J. Rosoff

3142-A/96 (one audiotape)

#### **Primer on the Health Care Delivery System**

Randall R. Bovbjerg

3140-A/96 (one audiotape)

#### **State Initiatives in Health Care**

Wendy K. Mariner, Richard F. Scruggs, Michael S. Sparer

3143-A/96 (one audiotape)

### **Health Care and the Legal System (Mar. 1998)**

#### **Introduction to the Health Care Delivery System: Patient's Rights**

Charity Scott

3586-A/98 (one audiotape)

#### **Introduction to the Health Care Delivery System: Financing, Relative Roles**

Barry R. Furrow, Rand Rosenblatt

3587-A/98 (two audiotapes)

**ERISA and Insurance Liability**

Barry R. Furrow, Rand Rosenblatt  
3588-A/98 (one audiotape)

**Ethics Committee Issues**

Diane Hoffman, John C. Fletcher  
3589-A/98 (one audiotape)

**Americans with Disabilities Act and the Rationing of Health Care**

Mary Crossley, Giles Scofield  
3590-A/98 (one audiotape)

**Licensing of Doctors—Discipline for Issues Related to Pain Management**

Sandra Johnson, J. David Haddox  
3591-A/98 (one audiotape)

**Medical Futility and the Prospect of Litigation**

Lawrence J. Schneiderman, Robert M. Veatch  
3592-A/98 (one audiotape)

**Genetic Testing and the New Legal Frontier**

Philip R. Reilly  
3593-A/98 (one audiotape)

**Making Trade-Offs in Cost, Quality, and Access: Experimental Treatments**

Mark Hall, John M. Harris, Jr., William P. Peters, Rand Rosenblatt  
3594-A/98 (one audiotape)

**Law and the Biological Revolution: The Coming Challenge**

Roger D. Masters  
National Workshop for District Court Judges I (May 1997)  
3362-A/97 (one audiotape)

**Medical Ethics in the Federal Courts: From Refusals of Treatment to Demands for Care**

Charity Scott  
National Workshop for District Judges III (Aug. 1995)  
2906-A/95 (one audiotape)

Review of major cases and federal legislation in recent years involving patients' rights to control the medical treatment they receive. While courts have generally recognized a right to refuse unwanted treatment, new controversies are emerging over patients' rights to demand medical care that may be regarded as futile by doctors, as experimental by insurers, or as too costly by government. This struggle to control decision making is examined in light of recent developments in discrimination law, the debate over physician-assisted suicide, and health-care reform.

## IMMIGRATION LAW

**SEMINARS****Current Issues in Immigration Law**

Deborah Anker  
National Workshop for District Court Judges II (July 1995)  
2854-A/95 (one audiotape)

### **History and Current Policy of Immigration Law**

Gerald L. Neuman

National Workshop for District Judges III (Aug. 1995)

2898-A/95 (one audiotape)

Brief overview of the historical development of immigration regulation in the United States and the status of aliens under the Constitution, followed by a discussion of the present structure of the immigration laws and areas of recent and proposed change in immigration policy, some of which place new responsibilities on the courts.

## **INTELLECTUAL PROPERTY**

### **Copyright and Copy Wrongs**

Commonwealth Films, Inc. (1996)

3390-V/96 (one videotape) (23 min.) (study guide)

This video shows the many ways employees can get themselves and their organizations into trouble by ignoring copyright infringement laws. It explains what the “fair use” statute does and does not encompass, and it focuses on three common areas of copyright infringement: illegal duplication of software, printed and on-line media, and audio and video materials.

### **Overview of Intellectual Property Issues**

Martin J. Adelman

Workshop for Magistrate Judges of the First, Third, Fourth, Seventh, and Tenth Circuits

(Sept. 1994)

2584-A/94 (one audiotape)

## **SEMINARS**

### **Computer Software Litigation**

Pamela Samuelson

National Workshop for District Judges III (Aug. 1995)

2909-A/95 (one audiotape)

Discusses what trial court judges need to know about computer programs and how they are developed; why it has been difficult to apply existing intellectual property laws to computer programs; emerging trends in the case law concerning the scope of protection available from existing legal regimes and public policy limitations on the scope of protection.

### **“Hot” Topics in Intellectual Property**

George F. Pappas

Workshop for U.S. Magistrate Judges (July 1998)

3625-A/98 (one audiotape)

Discusses patent claim construction after *Markman* and the doctrine of equivalents after *Hilton-Davis*.

### **Intellectual Property**

John Shepard Wiley, Jr.

National Workshop for District Judges II (July 1997)

3459-A/97 (two audiotapes)

**Intellectual Property and the Internet**

I. Trotter Hardy

Workshop for Judges of the Third Circuit (Apr. 1996)

3093-A/96 (one audiotape)

**Intellectual Property Law Seminar (July 1993)****Copyright Practice**

John E. McGarry

2438-A/93 (one audiotape)

**Enforcement of Patent—Part I**

John A. Artz

2432-A/93 (one audiotape)

**Enforcement of Patent—Part II**

Richard D. Grauer

2433-A/93 (one audiotape)

**Historical Overview of the U.S. Patent System; Preparing a Patent Application; Prior Art**

Martin J. Adelman, Frederick M. Ritchie, Joseph R. Papp

2429-A/93 (two audiotapes)

**Historical Review of U.S. Copyright Laws**

Howard B. Abrams

2437-A/93 (one audiotape)

**Historical Review of U.S. Trademark Laws**

George R. Stewart

2435-A/93 (one audiotape)

**Issues Relating to Jury Trials Involving Intellectual Property Rights**

Martin J. Adelman, Ernie L. Brooks, Helen W. Nies

2434-A/93 (two audiotapes)

Panel presentation; topics include questions for the jury and jury instructions.

**Issues Relating to the Use of Expert Witness Testimony During Trials Involving Intellectual Property Rights**

Helen W. Nies, Martin J. Adelman, Ernie L. Brooks, Keith L. Zerschling

2431-A/93 (two audiotapes)

Panel presentation.

**Role of the Patent and Trademark Office and the Proprietary Nature of the Patent Grant**

Roger L. May

2430-A/93 (one audiotape)

**Trademark Practice**

James A. Mitchell

2436-A/93 (one audiotape)

**Patent Claim Construction After *Markman***

George F. Pappas

Workshop for Judges of the Fourth Circuit (Mar. 1998)

3554-A/98 (one audiotape)



**Update on Trademark and Copyright Law**

Joseph P. Bauer

Workshop for Judges of the Seventh Circuit (May 1996)

3050-A/96 (one audiotape)

## INTERNATIONAL LAW

### SEMINARS

**The Role of International Law in the United States Courts (Mar. 1994)****Discovery and Other Problems in International Civil Litigation in U.S. Courts**

Andrew N. Vollmer

2619-A/94 (one audiotape)

**Dispute Resolution Under NAFTA**

M. Jean Anderson

2622-A/94 (one audiotape)

**Extradition and Seizures of People Abroad**

Carlos M. Vazquez

2620-A/94 (one audiotape)

**Extraterritoriality and Statutory Interpretation**

Barry Carter

2621-A/94 (one audiotape)

**Foreign Sovereign Immunity and the Act of State Doctrine**

Charles H. Gustafson

2618-A/94 (one audiotape)

**International Environmental Law (including results of the Rio Conference)**

Edith Weiss Brown

2625-A/94 (one audiotape)

**International Human Rights in U.S. Courts (including the Alien Tort Claims Statute and the Torture Victims Protection Act)**

Louis Henkin

2623-A/94 (one audiotape)

**Panel on the Relative Powers of the President and Congress (including justiciability)**

Davis R. Robinson, Jane E. Stromset

2617-A/94 (one audiotape)

**Treaties and Executive Agreements in U.S. Courts; Customary International Law in U.S. Courts**

John H. Jackson, Thomas Franck

2616-A/94 (two audiotapes)

**Treatment of Refugees**

Harold Hongju Koh

2624-A/94 (one audiotape)

# INTERPERSONAL SKILLS

*see also* MANAGEMENT & SUPERVISION; SELF-IMPROVEMENT

## *General*

### **Brainstorm!**

Fire Your Imagination Films (no year available)

825-V (one videotape) (5 min.) (user's guide)

This video teaches viewers how to constructively share their ideas in meetings and training sessions. The video shows how one idea leads to another and describes why new ideas are an essential part of any workplace.

### **The Communication Connection**

American Media, Inc. (1988)

1825-V/88 (one videotape) (26 min.) (trainer's guide)

How to deal effectively with supervisors, co-workers, and subordinates by taking responsibility for one's own communication.

### **Constructive Communication: How to Give It and How to Take It**

American Media, Inc. (1993)

2929-V/93 (two videotapes) (22 min.) (training leader's guide) (workbook)

Constructive communication can be a positive way to change behavior and to stimulate productive performance. Viewers of this program learn to focus on facts; to build mutual trust; to communicate, clarify, and commit; and to encourage assertive leadership and discourage passive-aggressive behavior.

### **Coping with Difficult People . . . in Business and in Life**

Robert M. Bramson, Ph.D.

Simon & Schuster, Inc. (1986)

1708-A/86 (one audiotape) (1 hr.)

This program teaches the listener how to deal with bullies, complainers, know-it-alls, and "every-one else who gives you a hard time."

### **Expressing Yourself: The Art of Being Heard**

Great Performance (1990)

2449-V/90 (one videotape) (16 min.) (leader's guide) (participant's workbook)

All of us want others to listen, to understand, and to appreciate our ideas, thoughts, and feelings, but the way we express ourselves can mean the difference between being ignored or misunderstood and having others really hear us. This video helps participants plan messages, understand differences between listeners, use the power of the positive, and employ effective communication skills for presenting their viewpoints. It can serve as the basis for a 45-minute to 2-hour seminar.

### **How to Communicate with Confidence and Power**

Harles Cone

Fred Pryor Seminars (1984)

359-A/84 (six audiotapes) (participant's guide)

This program discusses the process of communication and the five most common barriers to effective communication. It teaches listeners to recognize and beware of emotional defensiveness and to shape and send "good" messages. It also teaches specific strategies for communicating with confidence and power.

**How to Deal with Difficult People: Strategies for Getting Results with the Hard-to-Handle People in Your Life**

CareerTrack Publications (1988)  
1176-V (two videotapes) (3 hr. 10 min.)

Part I: Explains why difficult people behave the way they do. Suggests ways to effectively communicate with such people (1 hr. 15 min.). Part II: Presents specific techniques for addressing nine types of difficult people, such as reasoning with rulers, spotlighting entertainers, stroking relators, and diagnosing analyzers (1 hr. 55 min.).

**How to Get Your Point Across in 30 Seconds or Less**

Milo O. Frank  
MTI Film & Video (1986)  
706-V (one videotape) (30 min.) (participant's guide)

This video shows viewers how to get their messages across in 30 seconds or less while holding listeners' attention. The program introduces strategies for focusing what you think and say, keeping conversations on track, and preparing and delivering an effective 30-second message.

**How to Handle Difficult People**

Chuck Dyer  
National Seminars, Inc. (1988)  
1865-A/88 (four audiotapes) (print material)

Presents responses that can neutralize or change undesirable behavior and maintain control of difficult situations.

**How to Work with People**

Dr. Walt Lacey  
National Seminars, Inc. (1985)  
360-A (six audiotapes) (participant's guide)

This program discusses various strategies to help the listener improve his or her interpersonal skills in the workplace. Topics covered include keys to social bonding; giving feedback and criticism; the art of conversation and listening; gaining cooperation from peers; twelve ways to win others to your way of thinking; seven classic principles of influence; and handling difficult situations and complaints.

**Making Your Point Without Saying a Word**

Mosby/Great Performance (1991)  
2940-V/91 (one videotape) (27 min.)

Viewers learn how to use gestures, eye contact, tone of voice, and facial expressions to convey their messages more effectively and persuasively.

**Manager to Manager: Dealing with Difficult People**

MTI Film & Video (1987)  
1711-V/87 (one videotape) (10 min.) (print material)

Offers ways to reduce stress and gain the control needed to defuse aggression and reach agreement.

**Networking Your Way to Success**

Mosby/Great Performance (1991)  
2941-V/91 (one videotape) (30 min.)

Viewers learn how to build and use personal and business support systems. The program presents techniques for breaking the ice and improving on-the-job performance, as well as socializing tips for enhancing career and personal relationships.

**The Power of Words**

CRM Films (1997)

3717-V/97 (one videotape) (3 min.)

This short video inspires viewers to use “words of power” in their written and verbal communications. It can be used as an opener or discussion catalyst for training programs on effective communication, diversity, and teamwork.

**Successful Communication Skills**

Fred Pryor Seminars (1989)

2215-A/89 (six audiotapes) (participant’s guide)

This program discusses the process of communication and the five most common barriers to effective communication. It teaches listeners to recognize and beware of emotional defensiveness and to shape and send “good” messages.

**Think on Your Feet: Communicate with Confidence**

Dianna Booher

The Training Edge (1996)

3718-V/96 (one videotape) (2 hr.) (participant’s guide)

In this video seminar, Dianna Booher discusses the “C’s” of effective communication and why they are important. The C’s are correct, complete, current, clear, consistent, credible, concern, competence, and circular. Booher explains and models each point.

**Verbal Communication: The Power of Words**

CRM Films (1992)

2225-V/92 (one videotape) (29 min.) (leader’s guide)

Illustrates the five critical elements of verbal communication and promotes responsible speaking and active listening. This video helps all viewers understand the vital importance of clear communication for successful human relationships and streamlined performance on the job.

**A Whack on the Side of the Head**

American Management Association (1986)

955-V/86 (one videotape) (11 min.)

This surprising and amusing video shows managers, supervisors, and trainers how to encourage creativity by helping employees to break through mental blocks. Intended as a session starter, the video shows viewers how riddles, word games, and other mind-expanding exercises can help them find new ways of looking at old problems.

**Who’s on First?**

Salenger Films, Inc. (1991)

2959-V/91 (one videotape) (7 min.) (leader’s guide)

This video featuring Abbott and Costello’s famous routine—the only comedy routine in the Baseball Hall of Fame—is a good beginning for any session on communication skills, listening, conflict resolution, and teamwork. What begins as a normal conversation about the starting lineup of the St. Louis Wolves baseball team turns into a classic case of misunderstanding.

**You Have the Right to Remain Silent**

American Media, Inc. (1988)

984-V (one videotape) (40 min.)

A humorous presentation on the art of effective communication.

**Zea: A Study in Perception**

Salenger Films (1985)

2106-V/85 (one videotape) (5 min.) (leader's guide)

*Zea* is a five-minute, non-narrated, sophisticated session starter that reveals the subjective character of perception. As the camera explores an intriguing surface, audiences speculate on what it is. The puzzle is engrossing, and few solve it before the camera finally pulls back and reveals the object—and the answer. *Zea* clearly reveals the subjective nature of perception. The video is valuable for employees at any level in an organization—entry level through top management.

## ***Assertiveness***

**Assertiveness Training for Managers**

Fred Pryor

Pryor Resources, Inc. (1988)

1878-A/88 (six audiotapes) (print material)

Designed to teach managers how to manage with confidence. Lessons include understanding assertive management; investigating basic beliefs; learning assertive communication; and applying assertive skills.

**Assertiveness Training for Professionals**

CareerTrack Publications (1986)

525-A/86 (four audiotapes)

This audiotape program was recorded at a live seminar and presents a step-by-step approach to gaining the essential skills of assertiveness, including handling conflict, dealing with difficult people, communicating more clearly and persuasively, and building a stronger reputation.

**Assertiveness Training for Professionals**

Helga Rhode

CareerTrack Publications (1989)

1860-V/89 (two videotapes) (2 hr. 45 min.)

The first video in this two-volume set teaches the viewer how to become more assertive. The program discusses honesty versus tact, provides five guidelines for defining personal boundaries, and offers strategies for overcoming being ignored or interrupted. The second video introduces new assertiveness strategies, including the “principle of escalation,” “mininegotiations,” and “I language.” It outlines four essential steps for asking for what you want and discusses techniques for reinforcing assertiveness. Tips for using nonverbal signals to convey confidence are also provided.

**How to Speak Up, Set Limits and Say No (Without Losing Your Job or Your Friends)**

Maria Arapakis

CareerTrack Publications (1991)

2966-V/91 (one videotape) (1 hr. 27 min.)

In this video, communication expert Maria Arapakis shows viewers powerful new ways to stand up for their rights without damaging their professional and personal relationships.

**Practice, Practice**

Cally Curtis Co. (1991)

1837-V/91 (one videotape) (21 min.)

Intended to be used with the video *When I Say No, I Feel Guilty*. Provides sample situations for practicing the verbal assertiveness skills presented in that video.

**When I Say No, I Feel Guilty**

Cally Curtis Co. (1991)

VG-905 (one videotape) (30 min.)

Teaches verbal assertiveness skills, such as fending off manipulation by acknowledging criticism, accepting responsibility for real errors and faults, following up on clues other people give spontaneously, and making conversation two-way. Can be used in conjunction with *Practice, Practice* as a package for group training.

## ***Conflict Resolution***

**The Art of Setting Limits: How to Defuse Verbal Exchanges Before They Become Confrontations**

National Crisis Prevention Institute (1991)

1862-V/91 (one videotape) (40 min.) (trainer's guide) (participant's manual)

Uses a series of vignettes to illustrate how to defuse verbal exchanges before they escalate into confrontations. Shows how to implement a five-step approach to setting limits: explain which behavior is inappropriate; explain why; present choices and consequences; allow time; and enforce consequences.

**As Others See Us**

Salenger Films (1981)

1485-V/81 (one videotape) (10 min.) (print material)

This animated video illustrates why people sometimes have difficulty developing and maintaining successful interpersonal relationships. It explores why conflicts occur and shows what happens when a person's self-image differs from the image others have of him or her. It shows how these conflicts can result in anxiety, defensiveness, and other barriers to effective communication. It uses a simple model, the JoHari Window, to help viewers understand and improve their relationships with others.

**Between You and Me: Solving Conflict for the Public Sector**

American Media, Inc. (1995)

2927-V/95 (one videotape) (23 min.) (course materials guide) (workbook)

This video explains how to train employees to resolve their own conflicts and to improve work relationships before problems get out of control. Key teaching points include uncovering both sides of the story; listening without judging or arguing; and asking for a commitment to finding a solution.

**Communication Essentials: Overcoming Negative Behaviors**

Ash-Quarry Productions, Inc. (1997)

3719-V/97 (one videotape) (18 min.) (leader's guide) (participant workbook)

Dealing with negative and difficult people is one of the most stressful tasks in today's workplace. This video teaches practical skills for dealing with resistance, complaints, disruptions, demands, and aggression.

**Controlling Anger**

Carol Tavis

CareerTrack Publications (1989)

1830-A/89 (four audiotapes) (4 hr. 55 min.)

Examines the components of anger, how anger affects both body and mind, and what can be done to deal with it more effectively.

**Defusing Hostility**

Dale Trimble, Fred Van Fleet

Coast to Coast Communications (1988)

2453-V/88 (one videotape) (45 min.) (study manual)

This video training program is a practical approach to understanding and helping those who are angry with us. Its objectives are threefold: to better understand our own feelings and behaviors when confronted by another's anger, to increase our awareness of the causes of anger, and to learn the skills that can transform a confrontation into a positive resolution.

**Manage Anger**

Encyclopedia Britannica Educational Corp. (1990)

1544-V/90 (one videotape) (22 min.) (workbook)

Portrays two anger-producing work situations to help viewers identify their own anger management skills. Looks at a variety of ways anger is expressed and defines skills for managing anger in different situations.

**Managing Disagreement Constructively**

Crisp Publications (1991)

2214-V/91 (one videotape) (25 min.) (leader's guide) (participant's workbook) (video guide)

The constructive handling of disagreement is central to personal satisfaction and organizational effectiveness. This video and study guide can be used in training workshops as well as for self-study.

## *Listening*

**Are You Really Listening?**

Encyclopedia Britannica Educational Corp. (1987)

1549-V/87 (one videotape) (15 min.) (print material)

Follows the story of a factory foreman with a good idea who can't get anyone to listen to him. Shows some common "problem" listeners and the active listener, who gives complete attention, helpful feedback, and listens for feelings as well as facts.

**Breakthrough Listening**

American Media, Inc. (1992)

2957-V/92 (one videotape) (19 min.) (leader's guide)

Listening can be the most important aspect of communication—and the most misunderstood. Viewers of this video follow a work team struggling to meet a deadline and discover the factors that affect the way people receive information. Key training points include understanding that listening is interpretive; identifying factors that affect listening; adapting messages to various listeners; and observing how good listening can improve team performance.

**I Know Just What You Mean: Overcoming Roadblocks to Effective Communication**

Stephen R. Covey

The Training Edge (1996)

3720-V/96 (one videotape) (21 min.) (leader's guide)

This video demonstrates how one's desire to be heard often gets in the way of one's ability to hear. It shows how to make interpersonal communication more effective by learning to distinguish between listening with the intent to respond and listening to understand. The setting is a bustling restaurant, where several lunchtime conversations are used to demonstrate four common listening mistakes.

**Increase Your Listening Power**

Robert L. Montgomery

Learn, Inc. (1987)

1178-A (two audiotapes)

Discusses basic principles of effective listening.

**Listen Actively**

Robert L. Montgomery

Encyclopedia Britannica Educational Corp. (1990)

1543-V/90 (one videotape) (17 min.) (trainer's guide)

Discusses behavior and attitudes that help and hinder effective listening.

**Manager of the Year: A Film About Effective Listening**

Salenger Films, Inc. (1988)

904-V (one videotape) (22 min.)

Shows a fictitious manager who listens for facts and the feelings behind them, making responses that encourage people to talk.

**You're Not Listening**

American Media, Inc. (1991)

3755-V/91 (one videotape) (19 min.) (participant's guide) (book)

This video uses a series of vignettes to teach six effective listening skills: using attentive body language, using thinking speed constructively, controlling your mouth, avoiding prejudice, avoiding false conclusions, and becoming an active listener.

## ***Negotiation***

**The Art of Negotiation**

Gerald I. Nirenberg

Nightingale-Conant Corp. (1978)

357-A (12 audiotapes) (40 min. each) (workbook)

This comprehensive audio program helps listeners sell their ideas, products, or services. Listeners gain insight into what other people are feeling and how they will react during a negotiation situation.

**Five Skills for Getting a "Yes"**

Roger Fisher

WingsNet, Inc. (1995)

3723-V/95 (one videotape) (1 hr. 4 min.) (user's guide) (book)

This video-based training program helps viewers develop the five most fundamental and effective negotiating skills: building effective relationships; improving two-way communication; probing for, clarifying, and prioritizing underlying interests; inventing options for mutual gain; and using objective standards of fairness and legitimacy. Negotiation expert Roger Fisher leads learners through five case studies, demonstrating how each fundamental negotiating skill is used to get a "yes" for all parties.

**Negotiate Like the Pros**

John Patrick Dolan

CareerTrack Publications (1991)

1859-V/91 (two videotapes) (1 hr. 30 min.)

This instructional program is composed of two volumes. Volume 1 focuses on basic negotiation strategies and thirteen specific tactics, including "The Wince," "The Red Herring," and "Silence." Volume 2 discusses "negotiating in the real world," and teaches viewers how to break impasses and how to use tricks to make the other side play fair.



**Negotiation and Effective Court Administration**

FJC Production (1999)

3796-V/99 (two videotapes) (3 hr.)

This two-part interactive program provides an overview of effective negotiating skills and gives participants an opportunity to practice using the skills. Part 1 teaches a systematic approach to diagnosing conflict using seven principles of negotiation. In Part 2, after a brief review, participants apply the principles in a simulated negotiation. Using videotaped negotiation scenarios, the instructor responds to comments from the participants about their negotiating experiences.

**Negotiation: Four Strategies for Success**

Deborah Kolb

American Media, Inc. (1994)

2949-V/94 (one videotape) (26 min.)

This video helps develop the skills of individuals who regularly negotiate with vendors, co-workers, contractors, subordinates, or supervisors. It presents insightful interviews with a television executive, an attorney, a partner in a venture capital firm, and a former labor negotiator.

**The Negotiator**

McGraw-Hill Companies (1996)

3722-CD/96 (one CD-ROM) (user's manual)

This self-study, computer-based CD-ROM program places the learner in a decision-making scenario that will influence the negotiation of an international business transaction. The learner prepares for and works through the negotiation scenario and is then provided with feedback on strengths and weaknesses from an expert. The learner can save the results of each negotiation session in order to focus on problem areas. System requirements: 386 PC/PS with 25 MHz processor; MS-DOS 3.2; CD-ROM drive; 12 MB of free hard disk space plus 1 MB live memory; VGA display; Windows 3.1 recommended.

**The Secrets of Power Negotiating**

Roger Dawson

Nightingale-Conant Corp. (1987)

1062-A (six audiotapes)

Gives examples of successful negotiating strategies from both the public and private sectors.

**Successful Negotiating**

Mosby/Great Performance (1992)

2946-V/92 (one videotape) (25 min.)

This program helps viewers to become better negotiators by learning the art of win-win negotiating. Viewers learn to avoid stressful haggling, pressure tactics, and adversarial confrontations.

**Yes: The Interactive Negotiator (Interactive Manager Series CD-ROM)**

Harvard Business School Publishing (1997)

3421-CD/97 (one CD-ROM)

This program teaches users a pragmatic framework for preparing and conducting negotiations. The program allows users to practice preparing, conducting, and reviewing a negotiation in a computer-based simulation derived from the Harvard Negotiation Project's "principled negotiation" methodology. System requirements: Pentium processor 66 Mhz or better, SoundBlaster sound card (or fully compatible), 2x CD-ROM or better, at least 8 MB of RAM (16 MB highly recommended), 30 MB of free hard disk space, 640 x 480 monitor with at least 256 colors (8 bit), Windows 95 and Video for Windows (included with Windows 95).

# JUDICIAL CONDUCT & ETHICS

## **Judicial Ethics and the Administration of Justice**

Richard Reaves, Fritz W. Alexander, Jack Frankel, Hilda Gage, Roberta K. Levy  
American Judicature Society (1989)

1532-V/89 (two videotapes) (instructor's manual) (self-study guide)

A roundtable discussion among judges and educators. Topics include courtroom demeanor, trial conduct, prejudice and bias, treatment of witnesses, conflict of interest and disqualification, off-the-bench conduct, commenting on pending cases, and civil and charitable activities.

## **Judicial Ethics, Part I: An Overview of Ethical Rules in the Federal Judicial System and the Role of the Codes of Conduct**

A. Raymond Randolph, Walter K. Stapleton

FJC Production (1996)

1602-V/96 (one videotape) (31 min.) (print material); 1602-A/96 (one audiotape) (31 min.) (print material)

This is an updated version of a program that was first produced in 1991. Judge A. Raymond Randolph (D.C. Cir.), chair of the Judicial Conference Codes of Conduct Committee, provides opening and closing remarks for a lecture by Judge Walter K. Stapleton (2d Cir.), former chair of the committee. Judge Stapleton explains the Codes of Conduct, various statutory proscriptions, and disclosure requirements. He also discusses the work of the committee and outlines procedures judges should follow when confronted with ethical problems. For use in the orientation of judges.

## **Judicial Ethics, Part II: A Panel Discussion**

Walter K. Stapleton, Patricia M. Wald, James B. Zagel

FJC Production (Feb. 1991)

1603-A/91 (three audiotapes) (1 hr. 29 min.) (print material); 1603-V/91 (three videotapes) (1 hr. 29 min.) (print material)

Panelists discuss three hypothetical cases designed to illuminate the codes of conduct. For use in the orientation of judges. (This program supplements Judicial Ethics: Part I, listed above.)

## **Justice at First Hand**

American Judicature Society (1994)

2994-V/94 (one videotape) (1 hr.) (instructor's manual) (self-study guide)

This program offers training for nonjudicial court staff on issues of ethics and professionalism they may encounter in their work. The video features four scenarios in which court employees face ethical dilemmas involving co-workers, judges, and court users. Topics covered include abuse of position, discrimination, and giving legal advice. The self-study guide contains extensive background material that draws upon codes of ethics for court employees, case law, and ethics advisory opinions. This program can be used by either groups or individuals.

## **SEMINARS**

### **The Art of Judging**

Frank W. Koger, Randolph Baxter, Martin V.B. Bostetter, Jr., Mary Davies Scott

Orientation for Newly Appointed Bankruptcy Judges (June 1995)

3083-A/95 (two audiotapes)

**Ethics: Civility in the Courtroom**

Marvin E. Aspen, Vanzetta P. McPherson, Peggy E. Patterson  
National Workshop for U.S. Magistrate Judges (July 1997)  
3463-A/97 (one audiotape)

**Ethics Issues**

Marilyn J. Holmes  
Orientation Seminar for Newly Appointed U.S. Magistrate Judges (Oct. 1997)  
3509-A/97 (one audiotape)

**Ethics Issues (for part-time magistrate judges)**

Henry L. Jones, Richard W. Peterson  
National Workshop for U.S. Magistrate Judges (July 1993)  
2351-A/93 (one audiotape)

**Issues in Ethics**

Howard Messing  
Workshop for Magistrate Judges of the Fifth, Eighth, Eleventh, and D.C. Circuits (Aug. 1996)  
3171-A/96 (one audiotape)

**Judges' Duty to Report Ethical Violations**

Peter W. Bowie  
Workshop for Bankruptcy Judges II (Apr. 1997)  
3342-A/97 (one audiotape)

**Judicial Ethics**

Peter W. Bowie, William L. Osteen  
Workshop for Bankruptcy Judges II (Aug. 1998)  
3649-A/98 (one audiotape)

**Loyalty, Gratitude, and the Federal Judiciary**

Laura E. Little  
National Workshop for District Judges III (Aug. 1995)  
2895-A/95 (one audiotape)  
A discussion focusing on the tension created by conflicting expectations of loyalty, gratitude, and impartiality.

**An Overview of Conduct Issues**

Marilyn J. Holmes  
Orientation Seminar for Newly Appointed District Judges (June 1998)  
3613-A/98 (one audiotape)

**Overview of Qualified Immunity Issues**

Charles F. Abernathy  
Orientation Seminar for Magistrate Judges (Oct. 1993)  
2394-A/93 (two audiotapes)

**Qualified Immunity**

Charles F. Abernathy  
National Workshop for District Judges III (Sept. 1993)  
2371-A/93 (one audiotape)

### **What It Means To Be a Bankruptcy Judge**

Robert E. Ginsberg

Orientation for Newly Appointed Bankruptcy Judges (June 1995)

3067-A/95 (one audiotape)

## **JURISPRUDENCE**

### **SEMINARS**

#### **Avoidance and Evasion: The Ethics of Ingenuity**

Leo Katz

Workshop for Bankruptcy Judges I (Mar. 1997)

3331-A/97 (one audiotape)

A discussion of situations in which individuals try to evade the law by taking refuge in it.

#### **The Criminal–Civil Distinction: A Theoretical Discussion**

Paul H. Robinson

National Workshop for District Judges II (May 1993)

2258-A/93 (one audiotape)

Group discussion [with absolutely no immediate practical application] of the basic jurisprudential issue of the distinction between criminal and civil law. Why does every culture distinguish criminal law from other forms of liability? What characteristics do cultures use to divide the two categories? How have the two categories become blurred by case law and legislation? What impact might the blurring have on how we think about criminal law and how criminal law works as a means of crime control?

#### **Jurisprudence**

James L. Huffman

National Workshop for District Judges III (Sept. 1993)

2376-A/93 (one audiotape)

#### **What We Can Learn from Europe**

William L. Dwyer, John C. Coughenour, Roslyn O. Silver, William T. Pizzi

Workshop for Judges of the Ninth Circuit (Jan. 1996)

3034-A/96 (one audiotape)

## **JURY INSTRUCTIONS**

### **SEMINAR**

#### **Jury Charges**

George C. Pratt

Workshop on Section 1983 Litigation for District and Magistrate Judges (Aug. 1997)

3406-A/97 (one audiotape)

# JURY SELECTION & UTILIZATION

*see also* CASE MANAGEMENT (CIVIL); INTELLECTUAL PROPERTY

## **Administration of the Jury System and Selection of a Jury**

Roger G. Strand

FJC Production (1995)

2892-V/95 (one videotape) (29 min.) (print material)

Judge Roger G. Strand (D. Ariz.) discusses jury administration, including various aspects of the selection process and techniques for improving utilization rate. He also discusses several key points in effective jury use during the trial, such as giving preliminary instructions and handling questions from the jury. For use in the orientation of district judges.

## **Called To Serve**

FJC Production (1995)

2980-V/95 (one videotape) (19 min.)

This program is designed for federal courts to use, as they wish, as part of their orientation programs for petit jurors. It welcomes prospective jurors to the court, gives them some juror “do’s” and “don’ts,” and encourages them to take juror service seriously. It also gives an overview of the jury selection and trial processes. Because administrative details of jury service vary from court to court, the program does not specifically address them, but it advises jurors to ask court personnel if they have questions. The Center sent one copy of the program to each U.S. district court. The program is closed-captioned. Courts that regularly receive visitors from foreign judiciaries may want to request *Called to Serve* with French, Mandarin, Russian, or Spanish subtitles.

## **The Federal Grand Jury: The People’s Panel**

MGM/UA Entertainment Co. (1985)

2-V (one videotape) (30 min.)

Addresses the duties and obligations of grand juror service. Narrated by John Housemann, with a closing message by former Chief Justice Warren Burger. The Judicial Conference has recommended its use by all district courts.

## **SEMINARS**

### **Conducting the Jury Trial**

Mary Davies Scott, Robert F. Hershner, Jr.

Orientation for Newly Appointed Bankruptcy Judges (Nov. 1996)

3533-A/96 (one audiotape)

### **Effective Communication with Jurors**

Kathleen C. Kauffman

Workshop for Magistrate Judges of the Fifth, Eighth, Eleventh, and D.C. Circuits (Aug. 1996)

3170-A/96 (one audiotape)

This discussion is limited to the jury selection process.

### **How to Conduct a Jury Trial**

Michael J. Melloy

Workshop for Bankruptcy Judges III (May 1995)

2792-A/95 (one audiotape)

### **Improvements and Trends in Jury Trials and Jury Administration**

Irving Hill, Harry L. Hupp, B. Michael Dann

Workshop for Judges of the Ninth Circuit (Jan. 1996)

3027-A/96 (one audiotape)

# LEGAL WRITING & EDITING

*see* OPINIONS & OPINION WRITING

## MAGISTRATE JUDGES

*see also* SOCIAL SECURITY

### **Administrative Matters Pertaining to Magistrate Judges**

Aaron E. Goodstein, Charles E. Hicks, Nancy Stein Nowak, Thomas C. Hnatowski

FJC Production (1993)

2111-A/93 (one audiotape) (47 min.); 2111-V/93 (one videotape) (47 min.)

Discusses administrative matters newly appointed magistrate judges are concerned with following their appointment. Panel discussion topics include education and training, travel, backup duty, staff support, reporting requirements, compensation, office space and equipment furnishings, automation and computer technology, and the reappointment process. For use in the orientation of magistrate judges.

### **The Central Violations Bureau: How It Helps Magistrate Judges Process Petty Offenses**

Nancy Stein Nowak, John C. Manna, Michael F. Oakes

FJC Production (1996)

2109-V/96 (one videotape) (29 min.) (print material)

In this video, Magistrate Judges Nancy Stein Nowak (W.D. Tex.) and John C. Manna (D.N.J.) and Michael F. Oakes, Branch Chief of the Central Violations Bureau (CVB), provide an overview of how magistrate judges process tens of thousands of petty offense cases in the district courts with the assistance of the CVB. They discuss the CVB's processing of citations, preparation of final dockets and warrant packages, use of the CVB lockbox and other means of collecting fines, the issuance of warrants and imposition of other sanctions, and accessing the CVB computer. Administrative Office and CVB publications dealing with these issues are highlighted. For use in the orientation of magistrate judges.

### **Criminal Litigation Before Magistrate Judges, Part I: Complaints, Warrants for Arrest, and Search Warrants**

Aaron E. Goodstein

FJC Production (1993)

2107-A/93 (one audiotape) (45 min.) (print material); 2107-V/93 (one videotape) (45 min.) (print material)

Discusses three functions magistrate judges can expect to perform during the initial stages of a criminal case. For use in the orientation of magistrate judges.

### **Criminal Litigation Before Magistrate Judges, Part II: Pretrial Services, Appointment of Counsel, Initial Appearance, Preliminary Examination, Pretrial Release, and Detention and Removal Hearings**

Tommy E. Miller, James G. Carr, Virginia M. Morgan

FJC Production (1993)

2108-A/93 (one audiotape) (1 hr.) (print material); 2108-V/93 (two videotapes) (1 hr.) (print material)

Discusses pretrial matters that arise after a defendant is arrested. For use in the orientation of magistrate judges.

**Criminal Litigation Before Magistrate Judges, Part IV: Misdemeanors, Guilty Pleas, Sentencing, Revocation of Probation and Supervised Release**

Tommy E. Miller

FJC Production (1993)

2110-V/93 (one videotape) (34 min.) (print material)

Discusses five proceedings related to Class A misdemeanors. For use in the orientation of magistrate judges.

**The Role of the U.S. Magistrate Judge**

D. Brock Hornby

FJC Production (1998)

2461-V/98 (one videotape) (21 min.) (print material)

In this video, Judge D. Brock Hornby (D. Me.) provides an overview of the role U.S. magistrate judges play in district courts. He discusses the primary sources of magistrate judge authority in civil and criminal cases; the common functions of magistrate judges in most district courts, as well as some novel uses; methods of assigning magistrate judges; and standards of review of magistrate judges' decisions. For use in the orientation of magistrate judges and district judges.

**A Word of Welcome to the Federal Judicial System (magistrate judges)**

Rya W. Zobel

FJC Production (1995)

1785-V/95 (one videotape) (7 min.)

In this program, Judge Rya W. Zobel, director of the Federal Judicial Center, welcomes new magistrate judges to the federal judiciary. The program discusses assistance available from the Center and the Administrative Office of the U.S. Courts and explains the role of national and local agencies and other entities responsible for various aspects of federal court administration. For use in the orientation of magistrate judges.

**SEMINARS**

**Case Management/Trial Management**

D. Brock Hornby, Joel B. Rosen, P. Trevor Sharp, Marianne B. Bowler, Lorenzo F. Garcia  
Workshop for Magistrate Judges of the First, Third, Fourth, Seventh, and Tenth Circuits  
(Sept. 1994)

2581-A/94 (one audiotape)

**Civil Litigation Before U.S. Magistrate Judges**

Robert B. Collings, Philip M. Pro, Joel B. Rosen

Orientation Seminar for Newly Appointed U.S. Magistrate Judges (Oct. 1995)

3058-A/95 (three audiotapes)

Discusses types of referrals; pretrial case management; discovery; prejudgment motions (attachments, trustee process) and injunctions; civil dispositive motions; and the final pretrial conference.

**Civil Litigation Before U.S. Magistrate Judges**

Dennis L. Beck, Celeste F. Bremer, Robert B. Collings, Carol E. Heckman, Peggy E. Patterson,  
Philip M. Pro, Joel E. Rosen

Orientation Seminar for Newly Appointed U.S. Magistrate Judges (Oct. 1997)

3505-A/97 (two audiotapes)

Discusses types of referrals; pretrial case management; discovery; prejudgment motions (attachments, trustee process) and injunctions; civil dispositive motions; and the final pretrial conference.

**Criminal Proceedings Before U.S. Magistrate Judges**

John L. Carroll, Aaron E. Goodstein, Virginia M. Morgan

Orientation Seminar for Newly Appointed U.S. Magistrate Judges (Oct. 1997)

3502-A/97 (one audiotape)

**Introduction to Felony Pretrial Matters (for part-time magistrate judges who have not attended an orientation course)**

Aaron E. Goodstein

National Workshop for U.S. Magistrate Judges (July 1993)

2341-A/93 (one audiotape)

**Magistrate Judge Authority and Utilization**

Philip Pro, Catherine D. Perry, Robert S. Carr, Doug Lee, Bret Saxe

Workshop for U.S. Magistrate Judges of the First, Third, Fourth, Seventh, and Tenth Circuits (June 1996)

3196-A/96 (one audiotape)

**Maximizing Efficient Use of Part-Time Magistrate Judges**

Katherine H. Baker, Susan Paradise Baxter, Donald E. Beachley, Celeste F. Bremer, Mark A. Moreno

National Workshop for U.S. Magistrate Judges (July 1997)

3474-A/97 (two audiotapes)

**Privilege Against Self-Incrimination**

Carol Los Mansmann

Workshop for Magistrate Judges of the First, Third, Fourth, Seventh, and Tenth Circuits (Sept. 1994)

2582-A/94 (one audiotape)

**Trial of Misdemeanors and Petty Offenses, Both Court and Jury (for part-time magistrate judges)**

Dennis G. Green

National Workshop for U.S. Magistrate Judges (July 1993)

2344-A/93 (one audiotape)

## MANAGEMENT & SUPERVISION

*see also* CUSTOMER SERVICE; DIVERSITY; INTERPERSONAL SKILLS; SELF-IMPROVEMENT

### *General*

**The Abilene Paradox**

McGraw-Hill Training Systems (1991)

VG-047 (one videotape) (28 min.)

Describes the dynamics of group decision making and the often negative consequences of group members' subordinating their individual preferences about a decision in order to go along with what they think the group wants.

**Anticipation: Rx for Crisis Management**

Bureau of Business Practice (1990)

1813-V/90 (one videotape) (18 min.)

Portrays supervisors who have established norms for their departments. When change occurs they will notice it immediately and systematically work to solve the problem in its early stages.



**Creating an Organization That Innovates**

Fred Pryor, Jay Galbraith

Pryor Resources, Inc. (1986)

658-A (four audiotapes)

Discusses four aspects of innovation in organizations.

**Creative Problem Solving**

Robert A. Moskowitz

American Management Association (1978)

1714-A/78 (six audiotapes) (workbook)

Discusses creative problem solving, which includes clearing the way for creativity, zeroing in on the answer, putting ideas to work, and overturning roadblocks to creativity.

**Dealing with Different Personalities**

Britannica (1987)

1186-V (one videotape) (14 min.)

Discusses why managers must understand the individual personalities of their employees and adjust their management styles accordingly.

**Dealing with Difficult Behavior**

Jeanie Marshall

American Management Association (1986)

1174-A (six audiotapes) (workbook)

This self-study program uses a pretest, post-test, case studies, and a workbook to teach the listener how to manage difficult employee behavior and how to develop difficult employees. The program also covers managing conflicts, making effective decisions, communicating effectively, and dealing with difficult group behavior.

**Decisions, Decisions**

Video Arts Ltd. (1978)

711-V (one videotape) (28 min.) (print material)

This is a humorous presentation exploring a five-stage approach to making proper decisions.

**Decision Exercises: Dealing with Difficult Situations**

Richard Chang

Sagotsky Multimedia (1990)

2483-V/90 (one videotape) (30 min.) (facilitator's guide)

This video features open-ended exercises that give managers the background needed to make crucial decisions about a wide range of common employee problems. The video portrays difficult situations that require immediate attention and carefully thought-out decisions. It teaches managers to be prepared for those situations when they occur.

**Drugs in the Workplace II: What Every Manager and Supervisor Must Know**

Bureau of Business Practice/MTI Film & Video (1987)

1175-V (one videotape) (16 min.)

This video teaches managers and supervisors how to recognize and properly handle drug abuse problems in the workplace while protecting themselves and their companies from legal liability. Topics covered include analyzing changes in performance; knowing the company's drug policy and sharing it with employees; maintaining factual, consistent performance records; reporting suspected drug use; and coping with violent or emotional situations.

**How to Solve Problems**

CRM Films (1993)

2717-V/93 (one videotape) (22 min.) (leader's guide)

This video presents a four-step method for solving problems encountered by individuals at every organizational level.

**If Enough People Care**

Lou Holtz

American Media, Inc. (1994)

3729-V/94 (one videotape) (28 min.) (participant's guide)

In this video, Lou Holtz cites his firm belief that "satisfaction and success—in football or business—can't come from the job you're doing, but from how well you're doing the job." He expresses his views on what it takes to motivate employees and maintain success: a plan, fundamentals, goals, attitude, teamwork, and tying it all together.

**Jobs, Not What They Used to Be: The New Face of Work in America**

Hodding Carter, Richard Florida, Jeremy Rifkin

Films for the Humanities and Sciences (1996)

3736-V/96 (one videotape) (57 min.)

This video examines some fundamental changes occurring in jobs and work in America. As American businesses go through reorganization and downsizing, many questions emerge: Where will the jobs be? Who will be working? What will the workplace be like? What skills will be needed? The program looks at Johnson Controls, Konica, BMW, Home Depot, and IDEO—all companies that stress teamwork, high technology, and inventive ways of organizing.

**Megatrends: Ten New Directions Transforming Our Lives**

John Naisbitt

Nightingale-Conant Corp. (1984)

350-A (six audiotapes)

Naisbitt discusses the social trends he describes more fully in the book of the same name.

**Moments of Truth**

MTI Film & Video (1986)

1476-V/86 (one videotape) (28 min.) (leader's guide) (participant's workbook)

Discusses achieving high-quality products in service organizations.

**The Not-So-Obvious Art of Dynamic Collaboration**

John Seely Brown, Michael Schrage, Will Schutz

VideoLearning (1996)

3730-V/96 (two videotapes) (32 min.) (leader's guide) (study guide) (book)

This video focuses on the process of collaboration, and not on forming collaborative groups or managing a collaboration project. Viewers study six aspects of creative and dynamic collaborations: refining and maintaining a shared vision; recognizing clear lines of responsibility without setting boundaries; creating and manipulating shared space; communicating often enough; building and maintaining a collaborative relationship; and tolerating and respecting the struggle. Supporting materials include Michael Schrage's book *No More Teams! Mastering the Dynamics of Creative Collaboration* and an executive summary of the program on videotape.

**Office Politics: Not Necessarily the Truth**

Right Brain Video (1994)

3267-V/94 (one videotape) (24 min.) (facilitator's guide)

This video illustrates negative office politics—spreading rumors, pulling rank, self-serving actions, apathy, loss of morale—and demonstrates five behaviors managers can use to squelch them and foster a healthy work environment.

**The One-Minute Manager**

Kenneth Blanchard, Spencer Johnson

CBS/Fox Video (1981)

VG-035 (one videotape) (50 min.) (book) (leader's guide) (workbook)

Features the two authors of the book by the same name explaining the concepts of the one-minute manager and their application. A condensed version (25 min.) is also available: *The One-Minute Manager Shortcut*. Please specify desired version.

**1001 Ways to Energize Organizations**

Bob Nelson

American Media, Inc. (1997)

3725-V/97 (one videotape) (25 min.)

In this video, Bob Nelson applies his energy-boosting strategies to increasing the vitality and energy of the organization. Managers learn how to simplify policies and procedures in order to diminish bureaucracy and enhance progress, as well as how to encourage suggestions from employees and then take them seriously.

**The Organized Executive**

Stephanie Winston

Simon & Schuster Sound Ideas (1989)

1823-A/89 (six audiotapes) (listener's guide)

Stephanie Winston presents suggestions on managing people and paperwork.

**Problem-Solving Strategies: The Syntectics Approach**

CRM Films (1993)

2716-V/93 (one videotape) (28 min.) (leader's guide)

This video presents the Syntectics approach for any organization interested in increasing its idea-generating and problem-solving capabilities to see an innovative approach in action. Because the Syntectics strategies can be used by individuals as well, this video appeals to anyone interested in exploring ways to improve personal creative potential.

**Promises, Promises: The 100% Test**

Bureau of Business Practice (1989)

1547-V/89 (one videotape) (23 min.)

Cautions viewers about making too many promises. Illustrates the dangers of overpromising to employees, to colleagues, and to superiors. Shows supervisors how they can handle a variety of situations effectively without resorting to making promises that they can't keep.

**Putting the One-Minute Manager to Work**

Kenneth Blanchard

Nightingale-Conant Corp. (1984)

1065-A (two audiotapes)

This program tells how to apply the three concepts of One-Minute Management to real-life situations. Using examples from the boardroom to the assembly line, the program explains how to apply the concepts to organizational systems that directly affect a company's bottom line.

**A Question of Management**

Salenger Films (1986)

736-V (one videotape) (30 min.)

Reviews the history of management theory from its beginnings through Frederick Taylor and scientific management to today's systems theory and contingency approach.

**Skyscraper**

Films for the Humanities & Sciences (1990)

2920-V/90 (five videotapes) (4 hr. 50 min.)

This five-part series gives viewers a behind-the-scenes look at the design and construction of a New York City skyscraper, from a hole in the ground to a 47-story, 770-foot tower on the former site of Madison Square Garden in Manhattan. The program is recommended for judges and court managers working with courthouse construction projects.

**Skyscraper: A NOVA Special (condensed version)**

Films for the Humanities & Sciences (1992)

3336-V/92 (one videotape) (1 hr. 20 min.)

This video is a condensed version of the preceding program.

**Smart Questions**

American Management Association (1988)

1177-V (one videotape) (20 min.)

Discusses how managers can use questions to spot organizational problems and enhance employee performance and teamwork.

**Speed Is Life: Get Fast or Go Broke**

Video Publishing House, Inc. (1991)

1729-V/91 (one videotape) (1 hr. 8 min.)

Profiles four companies that have made dramatic improvements in the speed with which they perform key operations and deliver services to their customers.

**Stepping Up to Supervisor**

CRM Films (1985)

2100-V/85 (one videotape) (20 min.) (leader's guide)

New supervisors face a myriad of issues as they assume their different roles and functions. Viewers are made aware of mistakes commonly made during the early phases of a management career and gain insight on strategies to avoid these common pitfalls.

**Supervisory Styles: How Personalities Affect Productivity**

Economic Press Audio & Video (1990)

1486-V/90 (one videotape) (25 min.)

Examines four kinds of supervisory personalities and how they affect employees.

**Ten Steps to Successful Job Orientation**

Bureau of Business Practice (1991)

1815-V/91 (one videotape) (supervisor's guide)

Presents the process of developing, preparing, and conducting an orientation for a new employee.

**This is Going to Hurt Me . . . (The Bad News Interview)**

John Cleese

Video Arts Ltd. (1989)

2223-V/89 (one videotape) (27 min.) (leader's guide)

In a series of entertaining sketches, this video highlights some of the classic errors made by managers when giving unwelcome news to their employees. Relevant to managers at all levels.

**The Virtual Office: Wherever Work Needs to Be**

Gil Gordon

Excellence in Training Corp. (1995)

3247-V/95 (one videotape) (28 min.) (print material)

Whether you're typing on a laptop at 30,000 feet or faxing a memo from your hotel room, in today's business world, your office can be virtually anywhere you need to be. Using examples from three successful companies—Ernst & Young, Steelcase, Inc., and Nabisco's Fleishmann's Division—Gil Gordon shares insights into how an organization can use virtual-office concepts to enhance productivity, reduce costs, and improve customer service.

**Welcome Aboard**

Rank Roundtable Training (1988)

991-V (one videotape) (30 min.)

Illustrates the harm done to new employees when their organizations lack effective orientation programs.

**When the Enemy Is Us**

Mentor Media (1992)

2925-V/92 (one videotape) (26 min.) (leader's guide)

This video is targeted for strategic managers, leaders, design teams, and sales groups. With pointed and humorous true-life stories, Eileen Shapiro opens viewers' eyes to eight deadly "truths." Managers at all levels can see themselves in this provocative program. The video gives both strategic and practical advice on how to avoid costly mistakes. Like a cowboy riding a bucking bronco, the viewer will learn methods for staying in the saddle.

## *Interviewing*

**Brief Encounters: Managing Successful Interviews**

CRM Films (1993)

2715-V/93 (one videotape) (19 min.) (leader's guide)

*Brief Encounters* provides interviewers with step-by-step techniques for making the right hiring decisions the first time. Each technique allows the interviewers to break through the subjectivity barrier, get accurate information, and make objective hiring decisions.

**Hiring the Best: A Program on Interviewing**

Right Brain Video (1995)

3265-V/95 (one videotape) (24 min.) (facilitator's guide)

This video depicts a technique for systematically focusing on what is important during the selection interview. It demonstrates how to create a comfortable and informative interview situation for both the interviewer and the applicant.

**Interviewing: Getting Beyond the Image**

Coastal Video Communications Corp. (1993)

3425-V/93 (one videotape) (26 min.) (viewer's guide)

This program teaches managers and supervisors how to get beyond the candidate's image and build rapport and how to ask informational, behavior-based, and situational questions. It also explains how to keep the interview on track and use panel or team interviews.

**Interviewing Skills: The Secrets to Success**

Knowledge Communication (1997)

3395-CD/97 (one CD-ROM) (installation guide)

This interactive program helps managers become better interviewers by allowing them to learn by using a simulation. Users learn by doing, by exploring, and by making mistakes. Users also receive continuous feedback from real managers and management professors, who share their experiences and successful interviewing techniques. System requirements: 486-based computer (or higher); 8 MB of RAM; Microsoft Windows 3.x or Windows 95; SVGA color monitor (640 x 480 resolution); Microsoft-compatible mouse.

**It's Your Choice: Selection Skills for Managers**

Video Arts (1994)

2923-V/94 (two videotapes) (42 min.) (leader's guide) (participant booklet)

This video introduces three all-too-familiar personalities with poor interviewing skills and shows how to avoid their mistakes. The personalities are Ethelred the Unready, Ivan the Terrible, and Jillian the Silent. Left to their own devices, each of the characters would cause the wrong person to be hired and the right person to slip through the net. Participants learn how to use more effective selection techniques and make the right choices. The package includes a special video for interviewees, designed to help them manage expectations and prepare for interviews.

**More Than a Gut Feeling II**

Paul C. Green

American Media, Inc. (1991)

1826-V/91 (one videotape) (28 min.) (leader's guide)

Presents practical guidelines for conducting structured job interviews.

**When Can You Start?**

Video Arts (1988)

2935-V/88 (one videotape) (28 min.) (leader's guide) (reference booklet)

This video emphasizes that the most important part of the employee selection process takes place before any interviewing begins. The best interviewing technique in the world is useless if the right candidates don't come forward for interviews. To conduct a successful selection process, managers should define the job, profile the person, communicate what they are looking for, interview effectively, and choose methodically.

## *Leadership*

**Be Prepared to Lead**

Smart Choice Media (1991)

2930-V/91 (one videotape) (26 min.) (study guide)

Are you prepared to lead? Identify your own leadership style and learn how you can use it to direct and motivate employees. Watch four very different business leaders, each with a unique leadership style, as they take on a variety of business situations. Learn to recognize your own leadership style, adapt your style to the current business problem and workforce, and earn the trust of team members.

**Bringing Out the Leader in You**

Mosby/Great Performance (1991)

2939-V/91 (one videotape) (23 min.)

This program teaches viewers eight powerful steps to help them adjust to new challenges, determine when to delegate tasks, and become effective motivators. The program helps viewers build on the leadership qualities they already possess.

**Front of the Class: Learning to Lead**

corVision Media (1995)

2921-V/95 (one videotape) (24 min.) (leader's guide)

There are two principles that all true leaders use as their guides. The first is simple: "You only succeed when they do." A good supervisor must constantly ask, "What do they need from me to succeed?" The answer to this question is the second principle, and the backbone of this video. Other guiding principles are "be first," "be fair," "be firm," and "be flexible."

**Introduction to the Federal Court Manager Leadership Program**

FJC Production (1996)

2990-A/96 (one audiotape) (19 min.)

This audiotape discusses the Federal Court Manager Leadership Program, a two- to three-year self-directed program. Court managers who would like to prepare for positions of increasing leadership responsibility may apply for the program if they serve in a position of CL/CPS 28 or above and have a minimum of four years' experience in the federal courts. Participants analyze recurring court-management problems, enhance their leadership skills, and focus on areas for further professional development. This multiphase training program is available from the Court Education Division. The program manager and staff contact is Fran Toler, (202) 502-4122.

**The Leadership Alliance**

Tom Peters

Video Publishing House, Inc. (1988)

985-V (one videotape) (1 hr. 4 min.)

Gives viewers a tour of four organizations that have been revitalized through powerful alliances between managers and employees. Emphasizes the importance of showing respect and consideration for employees and involving them in change strategies.

**The Leadership Challenge**

CRM Films (1989)

2077-V/89 (one videotape) (26 min.) (leader's guide)

Four leaders demonstrate successful leadership as a set of basic practices that anyone can master: challenging the process, enabling others to act, modeling the way, inspiring a shared vision, and encouraging the heart.

**Leadership and the One-Minute Manager**

Kenneth Blanchard, Patricia Zigmari, Drea Zigmari,

Nightingale-Conant Corp. (1985)

356-A (two audiotapes) (book)

This instructional program describes the effective, adaptive styles of "situational leadership." The authors describe why a manager must adapt his or her management style to the needs of individual employees; how to diagnose a situation correctly in order to know when to delegate, support, or direct; and how to "contract" with employees for the leadership style that suits them best.

**Leadership and Supervisory Skills for Women**

Susan Carnahan

National Press Publications (1990)

364-A (six audiotapes) (reference guide)

This instructional package teaches the female listener to project a more powerful image, to strengthen her personal leadership style, to communicate more effectively, to understand and deal with the differences between men and women at work, and to handle workplace conflict effectively.

**Leadership: What's Trust Got to Do with It?**

American Media, Inc. (1996)

3263-V/96 (one videotape) (19 min.) (print material)

Trust is the foundation of leadership, yet in the contemporary workplace, trust levels are low and people are disengaged. Team leaders and managers are caught in the middle of this trust crisis. This video tells the story of a team leader who regains the active participation of his team using three essential trust-building behaviors: openness, credibility, and trusting others.

**Leading by Example: Mentoring and Coaching for Effective Leadership**

The Covey Leadership Center (1996)

3256-V/96 (one videotape) (23 min.) (discussion guide)

This video workshop program illustrates the difference a manager or supervisor can make by acting as a mentor or coach. Through the dramatic story of Ann Sullivan and Helen Keller, this program enables leaders to identify ways in which they can be more effective models. The video shows how leaders can set lasting examples and bring out the best in others.

**Love and Profit: The Art of Caring Leadership**

Excellence in Training Corp. (1993)

2709-V/93 (one videotape) (30 min.) (leader's guide) (participant's workbook)

Based on the best-selling book, this video features James Autry's philosophy of humane management and caring leadership.

### **Management Problems of the Technical Person in a Leadership Role**

Mark Brewer

Nightingale-Conant (1995)

3270-A/95 (six audiotapes) (workbook)

This audiotape program teaches technical managers to identify and develop their own leadership and “people” skills as well as those of their technical employees.

### **On Becoming a Leader**

Warren Bennis, Robert Townsend

Nightingale-Conant (1991)

3253-A/91 (six audiotapes) (guidebook)

This audiotape program teaches listeners how to lead their field by learning the “yes-yes” principle and the three traits of executive character: building trust, issuing “wake-up” calls, and communicating vision through metaphors and symbols.

## ***Managing Change***

### **Building Learning Infrastructures**

Peter M. Senge

Pegasus Communications, Inc. (1995)

3669-V/95 (one videotape) (1 hr. 30 min.)

Most organizational change efforts enjoy some initial success, but do not produce fundamental, long-lasting change. In this video, Peter Senge suggests that new ideas and methods will come and go unless they are accompanied by innovations in infrastructure that support an ongoing learning cycle. Drawing on his experience with dozens of companies, including Shell, Ford, and AT&T, Senge presents a framework for building learning infrastructures.

### **C and the Box: A Paradigm Parable**

The Training Edge (1993)

2687-V/93 (one videotape) (6 min.)

Inspire creativity and pave the way for change with this unique story. Watch as “C” learns to explore outside a familiar box and becomes a role model of creativity and imagination. This story proves the power of change is within reach of those who put forth a little effort and take the opportunity when it is presented. This video is a motivational opener for workshops dealing with change management.

### **The Change Masters: Understanding the Theory**

Rosabeth Moss Kanter

The Training Edge (1987)

2686-V/87 (one videotape) (29 min.)

This video identifies and explains the seven key characteristics of change masters: tuning into the environment, kaleidoscope thinking, communicating a clear vision, building coalitions, working through teams, persisting and persevering, and making everyone a hero.

### **Changes**

American Media, Inc. (1989)

2089-V/89 (one videotape) (14 min.) (leader’s guide)

Viewers learn how to identify and confront the three phases that often follow change—denial, bargaining, and anger—as well as how to accept a situation when there are no alternatives, release feelings and gain new perspective through communication, and devise plans to make change into reality.



**Days of Change**

VideoLearning Resources (1996)

3237-V/96 (one videotape) (7 min.) (leader's guide)

This visually stimulating video offers a simple model to help employees analyze their own reactions to change. It emphasizes that people's natural ability to cope with change applies to changes faced in the workplace.

**Leadership and the New Science**

CRM Films (1993)

3445-V/93 (one videotape) (23 min.) (leader's guide, participant workbook)

Based on Dr. Margaret J. Wheatley's best-selling book, this video challenges viewers to examine powerful evidence that organizations can actually use chaos to create a natural order. Wheatley uses nature's living systems as models for a new perspective on achieving organizational flexibility, adaptability, and effectiveness.

**Leading the Way**

Robert Gilbreath

American Management Association (1990)

1431-V/90 (one videotape) (40 min.)

Provides an effective strategy for dealing with change.

**Lessons from the New Workplace**

CRM Films (1995)

3236-V/95 (one videotape) (23 min.) (leader's guide)

This video presents practical workplace applications for Dr. Margaret J. Wheatley's "new science" theory. It shows how DuPont Corp., a school district, and the U.S. Army won victories over out-dated paradigms and empowered teams to make change a positive force.

**Life After Downsizing**

Excellence in Training Corp. (1993)

2710-V/93 (one videotape) (26 min.) (leader's guide)

This two-part video program is designed to help employees and supervisors deal with the changed circumstances and atmosphere that follow a downsizing. It discusses feelings of guilt, lingering fear and distrust, the tension of trying to do more with fewer people, and grief reactions to changed job definitions and the loss of colleagues. Understanding these normal reactions and learning to cope with them can restore morale and hasten the company's return to desirable levels of productivity.

**Manager to Manager: Overcoming Resistance to Change**

MTI Film & Video (1987)

1784-V/87 (one videotape) (12 min.)

Discusses change in the workplace, showing how to defuse natural fears and resistance. Five critical action steps are demonstrated by a department head challenged by changing technology.

**Managing People Through Change**

Barr Films (1989)

2097-V/89 (one videotape) (19 min.) (discussion leader's guide)

This film examines the four predictable phases of change—denial, resistance, exploration, and commitment—and how each phase affects people and their work.

**The New Workplace: Making the Change and Leading the Change**

Excellence in Training Corp. (1994)

3238-V/94 (two videotapes) (46 min.) (facilitator's guide)

This video set fosters a discussion on the changing relationships within organizations and places these changes in context.

### **Paradigm Pioneers**

Joel Barker

Videolearning Resource Group (1993)

2424-V/93 (one videotape) (33 min.)

This video is about the future, change, and the opportunities brought about by paradigm shifts. Most important, it's about people with a pioneering spirit—a special group of people who drive new paradigms from rough concept into practicality.

### **Paradigm Principles**

Joel Barker

The Training Edge (1996)

3248-V/96 (one videotape) (37 min.) (facilitator's guide)

From Joel Barker, the host of *Discovering the Future: The Business of Paradigms*, comes a video on the next stage in harnessing the power of paradigms. This video helps organizations explore when to look for change, who brings it, and how to capitalize on it. Through real-life examples and compelling stories, Barker takes viewers out of the workplace and around the world to show them what happens when a paradigm shifts.

### **Realizing Change (Interactive Manager Series CD-ROM)**

Harvard Business School Publishing (1997)

3420-CD/97 (one CD-ROM)

This program is an interactive learning and reference tool designed to help managers understand the difference between leadership and management and to recognize the impact each can have on a change initiative. By working through this program, users learn to apply an eight-step process for successful organizational change. Users also learn to identify management techniques and behaviors that can enhance or hinder the change process.

### **Resilience: A Change for the Better**

Daryl R. Conner

Mentor Media (1993)

3737-V/93 (one videotape) (17 min.) (facilitator's guide)

This video challenges and inspires employees at all levels of an organization to prepare for and embrace change. The program supports its message with inspirational stories and film clips featuring notable individuals such as Lee Iacocca, Norman Schwarzkopf, Stephen Hawking, Frances Lear, Corazon Aquino, Nelson Mandela, Jaime Escalante, Norman Cousins, Barbara Jordan, and Mahatma Gandhi.

### **Tearing Down Walls: Managing Change**

The Covey Leadership Center (1996)

3255-V/96 (one videotape) (21 min.) (discussion guide)

This video workshop program uses the powerful metaphor of the Berlin Wall to represent the barriers that can exist between individuals, teams, or departments, or even between an organization and its customers. The program is designed to help individuals and teams eliminate miscommunication, distrust, and stereotyping to improve performance and productivity in the workplace.

### **Working Through Change**

Great Performance Inc. (1992)

2707-V/92 (two videotapes) (32 min.) (employees' guidebook) (manager's guidebook) (color overheads)

*Working Through Change* walks the viewer through the critical stages of organizational change, starting with acknowledging that things will no longer operate the way they used to. The materials are based in part on the work of William Bridges, an organizational consultant known for his work on transitions.

**A World Turned Upside Down**

Tom Peters

Video Publishing House, Inc. (1987)

824-V (one videotape) (31 min.)

In this video, Tom Peters defines the elements necessary for survival and growth in turbulent times. He proposes a strategy for managing change that includes reviewing the problem; searching for, defining, and emulating the winners; and acknowledging and adapting to the future.

## ***Managing Meetings & Projects***

**Be Prepared for Meetings**

Toastmasters International & Kantola Productions (1991)

2082-V/91 (one videotape) (24 min.) (leader's guide)

How to define the purpose of a meeting; select the right location, time, and participants; choose the right leadership style; encourage group participation; keep the meeting on track; control problem participants; close on schedule; and devise a follow-up for results.

**From No to Yes: The Constructive Route to Agreement**

Video Arts (1984)

2445-V/88 (one videotape) (27 min.) (discussion leader's guide) (booklet)

Set in a management meeting, this video is about the art of persuasion. It demonstrates how it is possible to reach agreement in a constructive and creative atmosphere, avoiding acrimony, conflict, and unsatisfactory compromise.

**High Efficiency Meetings**

Learn, Inc. (1989)

1546-A/89 (three audiotapes) (3 hr.)

Presents techniques for effectively leading and contributing to meetings. Designed to provide a system for cutting the time and cost of meetings and getting action from decisions. Focuses on, but is not limited to, meetings of five to fifteen participants.

**How to Manage Projects**

Reich Gardner

Skillpath Publications (1989)

2480-A/89 (six audiotapes) (participant's workbook)

This audio series tells listeners how to set realistic goals and objectives, plan and track progress, and use practical techniques for keeping projects on course. Whether listeners are learning how to successfully complete projects or are veteran project managers, they will benefit from the techniques outlined here.

**Managing Multiple Projects**

Judy Roberts, Michael Siegel, Martha Miller, Linda Lee, Serena Mercado, Paula Shanks, Diane Steed, Estela Urrutia

FJC Production (1997)

3413-V/97 (three videotapes) (3 hr.) (participant's guide)

This is the tape of a September 1997 FJC satellite broadcast. The program was designed for executive secretaries and assistants from judges' chambers, and the offices of clerks, circuit executives, and probation and pretrial services. The program features panel discussions of communication experts and court personnel. Using "slice of life" vignettes, panelists discuss how to use leadership skills to support the work of judges, managers, and administrators in a dynamic organizational environment.

### **Managing Projects, Priorities & Deadlines**

Jim Temme

Skillpath Publications (1990)

2481-A/90 (six audiotapes)

Takes the listener through the process of tackling multiple projects, identifying and eliminating time-wasters, and handling the pressures of juggling people, papers, and deadlines.

### **Meeting Robbers (revised)**

CRM Films (1995)

524-V/95 (one videotape) (20 min.) (leader's guide) (participant workbook)

This video illustrates how well-meaning individuals can unknowingly steal time, money, and creative resources at meetings. It shows meeting managers how to prepare for and direct meetings to make them more productive.

### **More Bloody Meetings**

John Cleese

Video Arts (1984)

2444-V/84 (one videotape) (27 min.) (user's guide) (booklet)

This humorous video shows the three laws of meetings: unite the group, focus the group, and mobilize the group.

### **Organizing for Successful Project Management**

A. Richard De Luca

Instrument Society of America (1985)

428-V (six videotapes) (3 hr.) (print material)

This program leads the viewer through all of the critical aspects of successful project management. The six videos in the program are *Organizing for Successful Project Management*; *Planning a Project and Building Your Project Team*; *Using Networking and Bar Charting in Project Scheduling*; *Person-Loading and Budgeting in Project Planning*; *Implementing and Controlling Your Project*; and *Managing People for Project Success*.

### **Project Management: Planning and Scheduling**

American Management Association (1995)

2969-CD/95 (one CD-ROM) (user's guide)

This CD-ROM teaches the basics of planning and scheduling for project management. The user learns to use a work breakdown structure, a resource loading chart, and a Gantt chart to determine quality, time, cost, and resource allocation. System requirements: PC: 25 MHz 386 or higher; 8 MB of RAM; 25 MB of free hard disk space; 14-inch SVGA (640 x 480) 256-color monitor; Windows 3.1; mouse; 16-bit sound board and speakers; double-speed CD-ROM drive. Mac: 68020 Mac or higher; 8 MB of RAM; 40 MB of free hard disk space; 14-inch SVGA (640 x 480) 256-color monitor; System 6.0.7 to 7.x; double-speed CD-ROM drive.

## ***Managing Performance***

### **Bringing Out the Best in People**

Alan Loy McGinnis

Nightingale-Conant Corp. (1991)

2482-A/91 (six audiotapes)

Based on the international best-seller by the same title, this video outlines the "12 simple guidelines used successfully time and time again to obtain extraordinary efforts from ordinary human beings." The program presents the tools used by such successful leaders as Lee Iacocca and Mother Teresa to inspire and energize others.

**Building a Great Place to Work**

Trimark Media (1994)

3424-V/94 (one videotape) (23 min.)

Based on research from the Gallup organization, this video shows that while many American workers are indifferent to their work, others thrive in a positive working environment. It stresses six elements of making an organization a great place to work, including communicating specific expectations, fostering positive working relationships, and providing appropriate recognition.

**Coaching for Top Performance**

Mosby/Great Performance (1992)

2944-V/92 (one videotape) (25 min.)

Viewers of this video discover how to provide the direction, vision, and leadership that elicit great work from their teams or employees.

**Coaching in the Workplace**

Tarragon Training International (1995)

3392-CD (one CD-ROM) (facilitator's guide) (student guide)

This interactive program teaches managers and team leaders how to recognize and analyze a performance problem; identify effective strategies for changing behavior; plan and open a coaching session; identify ideas to assist the learner; and identify the appropriate questioning and feedback process. System requirements: 486/33 DX PC; dual-speed CD-ROM drive and 16-bit audio card; Windows 3.1; 8 MB of RAM; 5 MB of free hard disk space.

**The Curse of the Vanishing Employees: How to Retain and Motivate Great Workers**

CRM Films (1998)

3727-V/98 (one videotape) (20 min.) (leader's guide)

This video shows managers and team leaders the five things they can do to prevent high turnover and create a team of high-achieving, loyal employees. The program also models the use of exit interviews to solicit information about what works well and what could be improved in an organization.

**Delegating for Diehards: Working Together to Get Things Done**

CRM Films (1998)

3738-V/98 (one videotape) (20 min.) (leader's guide)

This video illustrates the key steps in the delegation process and demonstrates why effective delegation is important to individual and organizational productivity. The video also shows how managers can effectively use delegation skills to develop the best employees in an organization.

**Developing Competencies: A Positive Approach to Performance Management**

BNA Communications, Inc. (1994)

3739-V/94 (one videotape) (25 min.) (participant workbook) (resource guide)

This video focuses on the major steps in the performance management process: performance planning and goal setting, observation and coaching, progress review, and career development. Coaching is identified as a foundation competency because it's a skill that is required throughout the performance management process. The program emphasizes the idea that it is not enough to set goals with employees; it is also important to identify the competencies employees need to develop in order to accomplish the goals they set.

**Discipline Without Punishment**

CRM Films (1982)

1730-V/82 (one videotape) (20 min.) (leader's guide)

Looks at ways to help employees take responsibility for undesirable behavior and correct it. Suggests focusing on behavior rather than personality, getting employees to agree to change, and following up on the agreement.

**Documenting Discipline**

American Media, Inc. (1991)

2092-V/91 (one videotape) (22 min.) (training leader's guide)

Shows how to document specific behaviors, how to implement progressive discipline, how to use the four-step FOSA system (facts, objectives, solutions, actions), and how to collect the facts for the last resort: legally defensible termination.

**The Dreaded Appraisal**

Video Arts, Inc. (1990)

1663-V/90 (two videotapes) (34 min.) (discussion leader's guide)

Discusses how to make appraisals an effective method of keeping people happy and motivated. Set in three different work environments, the program looks at some of the most common problems the appraiser encounters during an interview.

**The Dreaded Appraisal**

John Cleese

Video Arts, Ltd. (1997)

1663-CD/97 (one CD-ROM) (user's guide)

This computer-based, self-study program is designed for managers and supervisors who conduct performance appraisals. The CD-ROM format allows for two study options: a four-hour full course for intensive study or a two-hour short course as a refresher. Both courses consist of four modules and several interactive interviews that allow for plenty of practice. An on-screen workbook monitors the learner's progress. A complete user's guide is also provided. System requirements: IBM-compatible PC with a 486 DX 66 Mhz or faster processor; Microsoft Windows 3.1, 3.11, or 95; at least 8 MB of RAM; at least 35 MB of free hard disk space; Windows-compatible sound card; Windows-compatible CD-ROM drive (double speed or faster); super VGA display set either to 800 x 600 or 640 x 480 with 256 colors; and optional Videologic or Realmagic MPEG card.

**Feedback: Giving Constructive Criticism**

Libby S. Finn

American Management Association (1986)

1054-V (one videotape) (20 min.)

Advises managers on how to give their employees constructive criticism.

**Fish! Catch the Energy, Release the Potential**

ChartHouse International Learning Corp. (1998)

3666-V/98 (one videotape) (17 min.) (leader's guide) (participant workbook)

This video is a tool to help managers create an environment in which employees bring energy, passion, and a positive attitude to work each day.

**Giving Bad News**

International Training Consultants, Inc. (1984)

1699-V/84 (two videotapes) (28 min.) (leader's guide) (participant's booklet)

This video teaches supervisors how to communicate potentially disappointing news while minimizing the negative impact on an employee's self-esteem, morale, and productivity.

**Helping Hand: Coaching Skills for Managers**

Video Arts, Inc. (1990)

1487-V/90 (one videotape) (discussion leader's guide) (workbook)

Provides a step-by-step guide to employee coaching, using humorous examples. Shows basic ways to raise morale and increase employees' potential by providing encouragement and support. Includes instructor manual with synopses of scenes and lesson plans.

**How to Delegate Work and Ensure That It's Done Right**

Dick Lohr

CareerTrack Publications (1989)

1858-V/89 (two videotapes) (2 hr. 40 min.)

Part I explains what delegation is and how to use it intelligently. It includes a practical checklist for effective delegation and tips on giving feedback and establishing authority. Part II explores the art of delegation: using delegation to motivate; preventing upward delegation; delegating to peers; matching the person to the project; and using behavioral styles to your advantage.

**How to Grow People into Self-Starters**

Nightingale-Conant Corp. (1985)

4-A (six audiotapes)

Outlines steps managers and supervisors should take to develop their staff into self-starters.

**How to Influence Motivation**

McGraw-Hill Films (1986)

840-V (one videotape) (31 min.) (leader's guide)

Vignettes illustrate different needs that motivate people and how the manager can influence motivation in the performance of tasks.

**How to Supervise People**

Ed Greif

National Press Publications (1988)

1817-A/88 (four audiotapes)

This program was recorded during a one-day live seminar. The program teaches listeners to understand and predict employee behavior, to boost morale, to stimulate productivity, and to communicate more effectively with managers, peers, and employees.

**The Human Touch Performance Appraisal II**

American Media, Inc. (1991)

1827-V/91 (one videotape) (24 min.)

Discusses monitoring performance and using performance appraisals to motivate employees and help them set attainable goals. Provides a step-by-step strategy for conducting successful performance appraisals.

**I'd Like a Word with You: The Performance Interview**

Video Arts, Ltd. (1996)

3266-V/96 (one videotape) (1 hr.) (discussion guide)

For team leaders and managers, managing performance is a crucial part of their jobs. There are two classic interviews used for performance management: the appraisal interview and the discipline interview. This video focuses on the right and wrong ways to conduct discipline interviews. The video demonstrates the three stages in an effective discipline interview: establishing the gap, exploring the gap, and eliminating the gap.

**I'm Glad You Noticed**

American Media, Inc. (1988)

987-V (one videotape) (30 min.)

Demonstrates techniques supervisors can use to reinforce employee behavior and improve attitudes: balancing criticism with praise, giving sincere positive verbal and nonverbal recognition, and recognizing individual and group achievement.

**Keeping Talented Employees**

Bureau of Business Practice (1988)

1545-V/88 (one videotape) (20 min.)

Offers ways to discover employees' hidden talents and develop their strengths. Stresses the importance of keeping talented employees within an organization.

### **The Legal Side of Evaluating Performance**

Ken Blanchard

American Media, Inc. (1991)

3258-V/91 (one videotape) (19 min.) (leader's guide)

This video presents a court case in which an employee who was terminated is appealing his termination. The focus is on what the manager did or did not do. Did the manager clarify expectations? Did the manager let the employee know there were performance problems? Did the manager keep documentation? The program presents four techniques for conducting legally defensible performance appraisals: (1) communicate clear objectives, measurable expectations, and standards to employees; (2) document performance; (3) avoid biases; and (4) discuss performance problems with employees.

### **Managing Performance**

Employee Development Systems (1996)

3259-CD/96 (one CD-ROM)

This interactive program gives supervisors, managers, and team leaders the how-to's for managing performance improvement. Fundamental principles for good performance management take concrete form through instruction, interaction, and feedback. Users test their knowledge and skills as they progress through the following self-paced modules: Communicate Clearly, Communicate Openly, Listen to Understand, Acknowledge Ideas, and Give Feedback to Encourage Improvement. System requirements: 66 MHz or faster computer; 2X internal CD-ROM drive; sound card; 256-color monitor (640 x 480 resolution); Windows 3.1 or later.

### **Managing Performance: Partnerships for Success**

Knowledge Communications, Inc. (1994)

3260-CD/94 (one CD-ROM) (reference manual)

Successful performance management requires a partnership between the employee and the manager, a partnership of shared responsibility, problem solving, and development that aligns the individual's and the organization's objectives. Using this interactive CD-ROM, managers learn to prepare for and conduct an effective performance review. The program includes a simulated performance evaluation that provides managers with valuable practice. System requirements: PC: 486 processor; 8 MB of RAM; Windows 3.1; 256-color monitor (640 x 480 resolution); double-speed CD-ROM drive; sound card; mouse. Mac: 33 MHz 040 processor; 13-inch color monitor; 8 MB of RAM; System 7.1 or higher; double-speed CD-ROM drive.

### **Mastering Performance Management**

Ken Blanchard

Blanchard Training and Development (1991)

3257-V/91 (one videotape) (1 hr. 30 min.) (viewer's guide)

This video uses an investigative broadcast journalism format to explain the phases of an effective performance management process: performance planning, day-to-day coaching, and performance evaluation.

### **Motivating Employees: Trapped on a Plateau**

Britannica Films (1987)

756-V (one videotape) (18 min.) (print material)

Explores the increasingly common problem of employees who cannot rise any higher within their organizations and suggests strategies for ensuring continued productivity from these individuals.

### **Motivating People Toward Peak Performance**

Brian Tracy

Nightingale-Conant (1988)

2456-V/88 (one videotape) (1 hr.) (one audiotape) (workbook)

This package explains an approach for motivating people to make their full contribution to the organization.



### **1001 Ways to Energize Individuals**

Bob Nelson

American Media, Inc. (1997)

3724-V/97 (one videotape) (30 min.)

Based on the book *1001 Ways to Energize Employees*, this video provides techniques for empowering workers and motivating them to do their best. Managers also learn how to solicit suggestions for process improvements and how to maximize employees' contributions to the workplace.

### **Performance Appraisal in the Courts: Improving the Process**

Institute for Court Management of the National Center for State Courts (1991)

2080-V/91 (one videotape) (48 min.) (study guide for instructors and users)

Illustrates the many factors that create difficulty in performance appraisal for both the appraiser and the person being appraised. Employee performance management and appraisal are not innate abilities possessed by every supervisor; this video helps managers acquire the skills necessary to develop employees and to improve employee performance.

### **Performance Excellence: Coaching Skills**

Ash-Quarry Productions (1995)

2924-V/95 (six videotapes) (1 hr. 20 min.) (workbook) (facilitator's guide)

This is a series of six videos that analyze and demonstrate core coaching skills that can be used by anyone on a team. Psychologist and performance management consultant Peter Quarry presents key learning points that are demonstrated in a wide range of workplace situations. The six video titles are *Coaching to Clarify Expectations*; *Coaching to Build Skills*; *Coaching to Enhance Confidence*; *Coaching to Encourage Flexibility*; *Coaching to Resolve Conflict*; and *Coaching to Develop Motivation*.

### **Reinventing Appraisals**

Ash-Quarry Productions, Inc. (1997)

3740-V/97 (five videotapes) (59 min.) (facilitator's guide) (participant workbook)

This videotape series explains the concept of performance management and provides step-by-step guidance on how to plan for and conduct an employee performance review. Five videos make up the series:

- *The Performance Management Cycle* (11 min.)
- *Setting the Overall Goal* (11 min.)
- *Determining Key Result Areas* (12 min.)
- *Identifying Specific Performance Standards* (12 min.)
- *Managing Change and Developing Performance* (13 min.)

### **The Sid Story**

American Media, Inc. (1989)

2933-V/89 (one videotape) (20 min.) (discussion guide)

This video presents a true story about positive feedback and recognition in a manufacturing setting. Key training points include how to establish a positive working climate in which employees know what is expected of them; how to measure performance and give employees feedback; and how to increase positive observations.

### **Who Does What?**

Bureau of Business Practice (1989)

1814-V/89 (one videotape) (20 min.)

Examines effective and ineffective methods for handling everyday problems associated with the "who does what" question. Stresses that one cannot assume that people always know what to do.

### **The X Factor: Managing and Motivating Generation X**

corVision Media (1998)

3667-V/98 (one videotape) (22 min.) (discussion guide) (book)

America's primary labor supply for the next decade—mostly people in their teens or twenties—represents the smallest population group in U.S. history and the thinnest pool of entry-level workers in modern times. Every time a business loses an employee, the cost of attracting, hiring, and training a replacement cuts into its profit margin. In this video, Claire Raines discusses who the members of Generation X are, what makes them different from other workers, and how managers can work with them successfully.

## ***Managing Teams***

### **The Best of Motives: Part 1: Nobody Ever Tells Us**

Video Arts, Ltd. (1994)

2700-V/94 (one videotape) (32 min.) (discussion guide) (briefcase booklet)

This video focuses on motivating teams by sharing information and providing feedback and recognition. It portrays a team whose only interest is the next paycheck. Instructions and goals provided by the team leader are regarded as irritating interruptions. Once the team leader realizes the importance of helping team members understand how their individual jobs fit into the overall context, the team starts to perform to its potential.

### **The Best of Motives: Part 2: Nobody Ever Asks Us**

Video Arts, Ltd. (1994)

2701-V/94 (one videotape) (7 min.) (discussion guide) (briefcase booklet)

This video focuses on empowering teams by listening to team members and involving them in the decision-making process, by giving team members a chance to contribute, and by encouraging them to work toward tangible results—steps that lead to improved morale and efficiency.

### **Can Conflict Improve Team Effectiveness?**

corVision (1995)

3419-V/95 (one videotape) (22 min.) (participant's guide)

This video describes conflict within teams—what causes it and what its consequences are. It focuses on the difference between people-oriented conflict and task-oriented conflict and shows how task-oriented conflict can be helpful in resolving team problems. The video also shows how teams can use a perspective-taking tool called the Information Importance Grid to benefit from conflict.

### **Courageous Followers, Courageous Leaders: New Relationships for a Changing Workplace**

CRM Films (1996)

3235-V/96 (one videotape) (19 min.) (leader's guide)

This video is based on the book *The Courageous Followers* by management consultant Ira Chaleff. The program examines four dimensions of courageous "followership" and ways that team leaders and team members can successfully interact to achieve shared goals.

### **Discipline of Teams: Innovative Project Teams**

Jon Katzenbach, Douglas Smith

Harvard Business School Management Productions (1994)

2963-V/94 (one videotape) (40 min.) (leader's guide)

This video explains how traditionally managed businesses can significantly benefit by using teams for specific, critical projects with limited objectives. It takes viewers behind the scenes at Duke Power, Ethicon Endo-Surgery, and The Tallahassee Democrat to see how innovative high-performance project teams have created tangible value by reducing production costs and cycle time, improving customer service, and even saving lives.

**Discipline of Teams: Teams and Organizational Change**

Jon Katzenbach, Douglas Smith

Harvard Business School Management Productions (1994)

2964-V/94 (one videotape) (40 min.) (leader's guide)

Every organization can benefit from teams, whether they function as the primary unit of organizational management or are put together to apply specific skills in solving specific problems. But what distinguishes teams that succeed from teams that fail? Why do some teams outperform others? This video addresses these questions. The speakers are the authors of *The Wisdom of Teams*.

**Group Tyranny and the Gunsmoke Phenomenon**

Jerry Harvey

CRM Films (1989)

2426-V/89 (one videotape) (15 min.) (leader's guide)

Examines group decisions and actions, applying the principles of scientific scrutiny, organizational dynamics, and common sense to shed light on much-misunderstood dynamics of group behavior that are central to the healthy functioning of any organization.

**Groupthink**

CRM Films (1991)

2224-V/91 (one videotape) (25 min.) (facilitator's guide)

"Groupthink" is the natural tendency to achieve agreement for the sake of group unity, regardless of contrary facts or potential consequences. With its concise definition of groupthink and how to avoid it, this video is essential for every participant in the group decision-making process.

**How to Lead a Team**

CareerTrack Publications (1996)

3251-V/96 (seven videotapes) (3 hr. 30 min.)

This seven-tape series is designed to help new team leaders build a cohesive team. Team leaders learn how to develop trust and teamwork, nurture team identity and commitment, encourage team problem solving and decision making, and manage team conflict and resolve differences.

**Implementing Self-Directed Work Teams**

Loren Ankarlo

CareerTrack Publications (1992)

2455-V/92 (three videotapes) (5 hr. 18 min.) (workbook)

This video helps viewers explore the idea of a self-directed work team. Viewers learn what self-directed teams are and how to create and manage them, as well as what an organization stands to gain from self-directed teams.

**Leading a Service Team**

Blue Sky Productions, Inc. (1991)

2534-V/91 (one videotape) (28 min.) (facilitator's guide)

Filmed at IDS Financial Services, this video presents the daily experiences of a team leader learning how to empower herself and her team to improve customer service.

**Managers, Workers, and Supervisors Speak Out on the Changing Workplace**

Blue Sky Productions, Inc. (1988)

1287-V (one videotape) (34 min.)

Discusses how roles have changed as the work environment has shifted from autocratic management to employee involvement and participation.

**Mining Group Gold**

CRM Films (1992)

2078-V/92 (one videotape) (25 min.) (leader's guide)

Shows how the principles of total quality management can be applied to achieve dramatic increases in the efficiency and productivity of work teams. Viewers learn a systematic method for drawing the best collaboration and contributions from every team member.

**1001 Ways to Energize Teams**

Bob Nelson

American Media Inc. (1997)

3726-V/97 (one videotape) (30 min.)

In this video, Bob Nelson shows managers and team members how to bring trust, challenge, creativity, and fun to teamwork. Managers learn that a clear purpose and well-defined goals are the keys to empowering a team to succeed.

**Peer Coaching: Continuously Improving Team Performance Through Mutual Support and Commitment**

Tercon Training Resources, Inc. (1995)

2981-V/95 (one videotape) (37 min.) (leader's guide) (participant's guide)

This video presents a series of vignettes in workplace settings in which team members talk about performance and other issues in ways that reduce defensiveness and build team commitment. Team members learn to coach their peers by successfully applying the Peer Coaching Model. The five vignettes presented are "The Frustrated Art Director," "The Perfectionist Engineer," "The Enthusiastic Salesperson," "The Team Dominator," and "The Team Coaching Meeting."

**Peer-to-Peer Feedback: Communicating for Team Effectiveness**

FJC Production (1997)

3513-V/97 (one videotape) (27 min.)

This video is part of an FJC packaged training program that explores the use of job-specific feedback as a way to maintain productivity and increase morale. It discusses the skills needed to gather and provide feedback, and it shows a team giving corrective feedback to one of its members.

**The Practical Coach: How to Inspire, Encourage and Challenge Your Team**

Michael Horton

VideoLearning (1997)

3741-V/97 (one videotape) (24 min.) (workbook)

This video shows managers and team leaders how to promote outstanding work, how to help team members improve unsatisfactory performance, and how to use sensible judgment when directing team members.

**Sand Castle**

Salenger Films (1985)

2099-V/85 (one videotape) (13 min.) (leader's guide)

Teamwork and the unique contribution of each team member are illustrated in this non-narrated video. *Sand Castle* stimulates discussion on team leadership, diversity, and continuous change.

**The Submarine Syndrome: Workgroups Under Stress**

Ken Blanchard

CRM Films (1994)

3745-V/94 (one videotape) (17 min.) (leader's guide) (participant workbook)

Drawing upon research reports and clips from classic submarine movies, host Ken Blanchard, best known as coauthor of *The One Minute Manager*, demonstrates how the qualities of a submarine crew at war are the same qualities needed by today's workplace teams that are under stress. Action from such films as *Ice Station Zebra* and *Destination Tokyo* shows cohesive work groups performing under stressful and hazardous conditions.

**The Team Approach**

Kantola Productions (1994)

2729-V/94 (one videotape) (24 min.) (study guide) (instructor's guide)

This video explains why teams work, when they work, who the best team members are, and how every participant contributes to a team's success. Effective teams build channels of communication and promote employee involvement. The video will help viewers ensure that all the pieces are in place for building productive teams in their organization.

**Team-Based Management**

FJC Production (1997)

3386-V/97 (one videotape) (28 min.)

A video introduction to developing a team-based management system for a court.

**Team Building: An Exercise in Leadership (revised)**

Crisp Publications, Inc. (1993)

2718-V/93 (one videotape) (25 min.) (leader's guide) (workbook)

Based on the book by Robert B. Maddux, this video presents a hands-on approach to team building. Topics covered include goal setting, planning, controlling, organizing, motivation, improving communications, building trust, and resolving conflict.

**Team of Champions**

American Media, Inc. (1991)

2932-V/91 (one videotape) (28 min.) (leader's guide)

This video gives viewers a leadership blueprint for empowerment, team building, and quality initiatives. Through interviews with outstanding individuals from public- and private-sector organizations, the video highlights the skills today's supervisors must master to create a committed and responsive team.

**Team Conflict: Successfully Managing and Resolving Team Conflict in the Workplace**

Tercon Training Resources, Inc. (1995)

2982-V/95 (one videotape) (33 min.) (leader's guide) (participant's guide)

This video presents a series of vignettes that demonstrate real workplace conflict situations and the successful application of the Team Conflict Resolution Model. The five vignettes presented are "Facts and Feeling," "Team Conflict Resolution Model," "Handling a Defensive Response," "Technically Expert Non-Team Player," and "Mediating Conflict."

**Team Excellence**

Walter Cronkite

CBS, Inc. (1986)

1059-V (one videotape) (30 min.)

This video presents large organizations that have achieved success by promoting excellent teamwork in the workplace.

**Team Nightmares: Solutions to Your Top Team Problems**

American Media, Inc. (1998)

3742-V/98 (two videotapes) (49 min.) (leader's guide) (book)

Miscommunication, lack of motivation, dismissive actions, and overbearing attitudes are among the "nightmares" that teams may encounter. This two-volume video program describes actions for creating synergy and keeping teams under control and on track. Its ten dramatic scenarios show how to clarify a team's purpose, channel conflict away from the team goal, keep communication on an upswing, and encourage participation from the group.

**Team Player**

American Media, Inc. (1992)

2102-V/92 (one videotape) (21 min.) (training leader's materials/participant's materials)

The viewer of this video learns the key elements of a successful team effort, including the role of the team player, team ground rules, problem solving, participation, and critical team skills.

**Teamwork**

Salenger Films (1982)

2103-V/82 (one videotape) (11 min.) (leader's guide)

This non-narrated, animated video illustrates the old Chinese proverb "One monk will shoulder two buckets of water, two monks will share the load, but add a third and no one will want to fetch water." It makes an excellent session starter for training in the areas of teamwork, group dynamics, and employee responsibility.

**Teamwork Essentials: Teams That Work**

Ash-Quarry Productions, Inc. (1997)

3743-V/97 (one videotape) (12 min.) (facilitator's guide) (workbook)

This video shows that successful teams have many common characteristics, including sharing the leadership, learning from mistakes, communicating openly, reviewing directions and roles, and putting the needs of the team first.

**Think or Sink**

Video Arts, Inc. (1991)

2104-V/91 (one videotape) (26 min.) (user's guide)

This often comic and very human portrayal of misguided leadership focuses on successful team leadership skills.

**Tools for Quality Improvement: Team Planning (Relationship Diagram & Prioritization Matrix)**

Steve Sarazen

American Management Association (1994)

2926-V/94 (one videotape) (18 min.) (leader's guide)

This video is one of four titles in the AMA's *Tools for Quality Improvement* series. The relationship diagram helps a team understand the relationships between various ideas, activities, or projects and identify the most logical place to begin. The prioritization matrix allows the team to prioritize projects or activities logically. This video supports the FJC's *Maximizing Productivity* project.

**Tools for Quality Improvement: Team Planning (Tree Diagram & Process–Decision–Program Chart)**

American Management Association (1994)

2678-V/94 (one videotape) (15 min.) (leader's guide)

This video is based on the American Management Association's self-study course by Steve Sarazen, *Using Quality Improvement Tools to Build Customer Satisfaction*. The video focuses on the tree diagram and the process–decision–program chart as tools to help teams develop and implement a plan of action quickly and effectively. The tree diagram enables the team to identify and map out the steps or tasks needed to reach a goal. The process–decision–program chart allows the team to uncover any potential problems or obstacles and decide how to overcome them. This video supports the FJC's *Maximizing Productivity* project.

**The Unified Team: A Leader's Plan for Promoting, Protecting and Restoring Team Unity**

Michael Horton

CRM Films (1998)

3744-V/98 (one videotape) (26 min.) (leader's guide) (participant workbook)

This video explores the coach's role in promoting, protecting, and restoring team unity. The program lays out a practical approach any leader can use to ensure that the three basic human needs—to achieve, to belong, and to contribute—are fulfilled for every team member.

**Working Together**

Robert Reed

The Training Edge (1988)

2454-V/88 (one videotape) (18 min.)

Teamwork skills cannot be taken for granted. This positive, sometimes humorous program offers practical, proven approaches for smoothing out problems that tangle, confuse, and complicate personal relations.

## *Organizational Development*

**Benchmarking: Core Processes**

Harvard Business School Publishing (1995)

3245-V/95 (one videotape) (20 min.) (leader's guide)

This video shows how, using benchmarking, GTE network operations managers studied customer service and employee training operations at Lands' End, a large mail-order company in Wisconsin, and at Otis Elevator, a company noted for outstanding dispatch and repair operations. After putting the lessons it learned to work, GTE became so effective at upgrading its operations that last year, nearly fifty companies benchmarked GTE's best practices.

**Benchmarking: For Continuous Improvement**

Harvard Business School Publishing (1995)

3244-V/95 (one videotape) (20 min.) (leader's guide)

This video traces the growth of benchmarking activities at one company, SunHealth Alliance. Based in Charlotte, North Carolina, SunHealth is a partnership of 300 U.S. hospitals and health care organizations. SunHealth established a ten-person benchmarking department in 1990, and since that time it has engaged in eight to ten benchmarking studies each year. This video shows how SunHealth has looked outside the health care industry as well as inside it for companies to emulate.

**Benchmarking: Outside the Box**

Harvard Business School Publishing (1995)

3246-V/95 (one videotape) (20 min.) (leader's guide)

This video shows how and why Mobil Corp. began to benchmark the best practices of companies recognized for excellence in three areas: fast service (Team Penske), customer satisfaction (The Ritz-Carlton Hotel Co.), and customer loyalty (The Home Depot). Mobil used its benchmarking research in the development of a new service station concept called "Friendly Serve." Revenues are up an average of 10% at pilot stations.

**The Deming Library: The Red Bead Experiment and Life**

W. Edwards Deming

Films Incorporated (1992)

3243-V/92 (one videotape) (25 min.) (discussion guide)

Dr. Deming's Red Bead Experiment is a classic demonstration of why it's impossible for traditional American managerial techniques to lead organizations to quality improvement. This video explores why having well-intentioned, hardworking employees is not enough; how punishment and rewards can be counterproductive; and how good management requires an uninhibited flow of information between management and workers.

**Discovering the Future: The Business of Paradigms**

Joel A. Barker

Videolearning Systems (1986)

953-V (one videotape) (45 min.) (facilitator's guide)

Any organization that wants to shape its future must first be able to reshape its paradigms. This video helps employees identify paradigms that can shape an organization and ones that can paralyze an organization.

**The Excellence Files**

Enterprise Media (1997)

3728-V/97 (one videotape) (1 hr. 26 min.) (workbook) (action guide)

This video takes a close look at what several leading, yet unorthodox organizations are doing to be competitive in the twenty-first century. The organizations are Southwest Airlines, the Defense Personnel Support Center, Timberland, Rubbermaid, Whole Foods Market, USAA, Work Family Directions, and Coca-Cola. All of these organizations deliver quality products, provide superior customer service, and are continuous innovators. What makes them special? According to the video, a focus on people, a focused strategy, and a willingness to change.

**Excellence in the Public Sector**

Tom Peters

Coronet/MTI Film & Video (1989)

1229-V (one videotape) (52 min.) (workbook)

This video presents case studies of five public-sector organizations that have increased performance and productivity through delegating control and authority. Accompanying workbook suggests exercises and contains mission statements from agencies studied in the video.

**Flight of the Buffalo: Soaring to Excellence, Learning to Let Employees Lead**

corVision Media, Inc. (1994)

2683-V/94 (one videotape) (30 min.) (leader's guide)

This practical, hands-on video presents the metaphors of a herd of buffalo fleeing and a team of geese in flight and demonstrates how the new paradigm has helped three diverse organizations improve their performance dramatically.

**From Red Tape to Results: Reinventing Government**

Excellence in Training Corp. (1994)

2708-V/94 (one videotape) (30 min.) (facilitator's guide) (participant's workbook)

This video program is designed to train public-sector organizations to transform themselves into customer-driven businesses. The change model demonstrated in the video includes developing a customer-focused vision; creating a strategic plan; committed leadership; streamlining processes; empowering employees; and measuring results.

**The Goal**

American Media, Inc. (1995)

2967-V/95 (one videotape) (50 min.) (training leader's guide)

This program is about Alex Rogo, the head of a large manufacturing plant. One day, company executives threaten to close the plant. While doing everything he can to save it, Alex slowly begins to lose control of his life—until he meets Jonah. Through wisdom and intuition, Jonah helps Alex understand his own destiny and the true goal of his organization. Alex and his team identify the bottlenecks in their work system and implement basic strategies to improve and save their plant. Continuous improvement and team-building strategies are also addressed.

**The Goal: A Process of Ongoing Improvement**

Penguin-Highbridge Audio (1992)

2968-A/92 (eight audiotapes)

This is an extended audiotape version of the preceding program.

**Hidden Assets: Empowering Government Employees**

Collin Siedor

corVision Media (1995)

2931-V/95 (one videotape) (20 min.) (discussion leader's guide)

Viewers examine the mission of government while considering how empowerment techniques adopted by some government agencies have enhanced productivity and job satisfaction for a wide range of workers. Viewers explore the typical problems that existed before the City of Austin, Texas, empowered its employees.



### **Implementing Total Quality Management**

Verne Harnish

CareerTrack Publications (1994)

2682-V/94 (four videotapes) (3 hr. 47 min.) (workbook)

This video program focuses on what it takes to make total quality management an integral part of your organization. Program highlights include how to change quality from an “add-on” to a “built-in”; how to accurately measure essential customer intangibles (such as enthusiasm and “love” of your product or service); seven simple statistical tools, the value of each, and how to apply them; and the best ways to organize work groups for improved quality and maximum productivity.

### **In Search of Quality, Volume I: Quality Through People**

Enterprise Media, Inc. (1991)

2684-V/91 (two videotapes) (1 hr.) (action guide)

Each volume in this video set—*Quality Through People* and *Quality Through Systems*—brings the story of a Baldrige Award-winning company to life and illustrates with benchmarking examples how an organization can define and achieve quality.

### **In Search of Quality, Volume II: Quality Through Systems**

Enterprise Media, Inc. (1991)

2685-V/91 (two videotapes) (1 hr.) (action guide)

See description for *In Search of Quality, Volume 1*.

### **Liberation Management**

Tom Peters

CRM Films (1993)

2425-V/93 (one videotape) (1 hr.) (user’s guide)

This video points to the traits and attitudes that organizations need to reinvent themselves to meet the challenges of the new economy and thrive.

### **Maximizing Productivity: New Perspectives and Practical Strategies**

FJC Production (1994)

2517-V/94 (one videotape) (20 min.) (five study guides)

This video describes the Maximizing Productivity Project. The FJC developed the project to help court executives augment their management tools and increase their employees’ productivity and work satisfaction. The project offers a combination of peer assistance and training resources. Court unit executives implement one or more of the following three management strategies: total quality service, team-based management, and process improvement.

### **The New Masters of Excellence**

Tom Peters

Nightingale-Conant Corp. (1986)

355-A (six audiotapes)

Discusses strategies for maintaining organizational excellence and removing barriers to innovation.

### **Organizational Vision, Values and Mission: Building the Organization of Tomorrow**

United Training Media (1994)

3241-V/94 (one videotape) (21 min.) (leader’s guide) (participant workbook)

This video provides guidelines for developing an organization’s vision statement and mission statement, as well as guidelines for identifying organizational values.

### **The Power of Vision**

Joel Barker

The Training Edge (1996)

3249-V/96 (one videotape) (30 min.) (facilitator's guide)

In this video, Joel Barker explains the importance of establishing an organizational vision for accomplishing organizational goals. Barker says, "Vision without action is merely a dream. Action without vision just passes the time. Vision with action can change the world."

### **Putting the Learning Organization to Work**

David Garvin

Harvard Business School Publishing (1996)

3732-V/96 (three videotapes) (1 hr. 30 min.) (user's guide) (print material)

A learning organization is skilled at systematically generating knowledge and purposefully changing its behavior to reflect new information and insight. This video series shows how learning organizations work and how the concepts of a learning organization can be applied in any organization. The videos can be viewed individually or as a set. Each video runs about 30 minutes. The three videotapes are *Learning Before Doing*, *Learning While Doing*, and *Learning After Doing*.

### **Reinventing Government**

David Osborne and Ted Gaebler

WingsNet, Inc. (1994)

3731-V/94 (one videotape) (1 hr.) (user's guide)

Based on the book *Reinventing Government: How the Entrepreneurial Spirit Is Transforming the Public Sector* and featuring authors David Osborne and Ted Gaebler, this video looks at how four different government organizations have reinvented and improved the way they do business. The four organizations are a federal military command, a public school system, a municipal government, and a Chicago housing project.

### **Reinventing Government . . . By the People**

National Performance Review and U.S. Office of Personnel Management (1994)

2728-V/94 (one videotape) (33 min.)

This video focuses on government agencies that have been successful in reinventing the way they do business.

### **Strategic Planning in Government: Not Business as Usual**

John Mercer

CRM Films (1998)

3735-V/98 (one videotape) (20 min.) (leader's guide)

The Government Performance and Results Act (GPRA) will bring proven methods of performance-based budgeting to every federal program and agency. Complying with the law is mandatory, and strategic planning is essential because it improves performance and reduces costs. This video provides a five-step strategic plan model, and it identifies pitfalls to avoid in the planning process. The video also discusses how to link the goals of a strategic plan to the measures of a performance plan.

### **Time: The Next Dimension of Quality**

John Guaspari, Edward Hay

American Management Association (1993)

2446-V/93 (one videotape) (18 min.) (leader's guide)

Offers managers and employees at all levels a powerful and memorable introduction to the management paradigm of the 1990s, "time-based competition."

### **Tools for Quality Improvement: Flow Diagrams**

American Management Association (1993)

2680-V/93 (one videotape) (12 min.) (leader's guide)

*Tools for Quality Improvement* is based on the American Management Association's popular self-study course by Steve Sarazen, *Using Quality Improvement Tools to Build Customer Satisfaction*. This video focuses on the flow diagram—a tool that can be used for learning what a process looks like, prospecting, identifying improvement opportunities, communicating, training, and even measuring progress in process improvement. This video supports the FJC's *Maximizing Productivity* project.

### **Tools for Quality Improvement: Idea Generation**

American Management Association (1993)

2679-V/93 (one videotape) (16 min.) (leader's guide)

*Tools for Quality Improvement* is based on the American Management Association's popular self-study course by Steve Sarazen, *Using Quality Improvement Tools to Build Customer Satisfaction*. This video focuses on idea generation. Viewers watch as a team brainstorms a customer service problem and demonstrates two related brainstorming tools—the affinity diagram, for sorting ideas into useful categories, and the cause-and-effect diagram, for brainstorming different approaches to problem solving. This video supports the FJC's *Maximizing Productivity* project.

### **Tools of Total Quality**

MicroMentor, Inc. (1994)

Distributed by Enterprise Media, Inc.

2834-CD/94 (one CD-ROM)

This is an interactive CD-ROM program that introduces the user to total-quality tools in an engaging and effective way. Through the use of sound, interaction, and animation, the program teaches the user how to select and use fourteen tools for analyzing and improving work processes, including flowcharts, decision matrices, Pareto charts, affinity and scatter diagrams, and histograms. System requirements: 80386sx or higher IBM or compatible PC; 16-color graphics adapter and monitor; double-speed CD-ROM drive; Windows 3.1 with sound device; and a minimum of 8 MB of RAM.

### **Your Place in Total Quality Control**

CRM Films (1992)

2076-V/92 (one videotape) (25 min.) (leader's guide)

The viewer is placed inside a faltering organization whose survival is in jeopardy and soon recognizes that a lack of quality in all areas is eroding the foundation of this once flourishing company. The viewer learns that a shared vision and commitment to quality are the elements that lead to solvency.

## **MARITIME LAW**

### **SEMINARS**

#### **Admiralty Law Issues**

Edward V. Cattell, Jr.

National Workshop for U.S. Magistrate Judges (July 1997)

3478-A/97 (one audiotape)

#### **Maritime Law Issues: A Distillation Focusing on Recreational Vessels**

Daniel McCleod

National Workshop for District Court Judges III (Sept. 1997)

3493-A/97 (one audiotape)

# MASS TORTS

see COMPLEX LITIGATION

## OPINIONS & OPINION WRITING

### **Writing and Editing Workshop for Appellate Staff Attorneys**

Stephen V. Armstrong, Timothy P. Terrell

FJC Production (1996)

3309-V/96 (two videotapes) (1 hr. 19 min.) (print material)

This workshop was initially presented during the Federal Judicial Center's November 1996 *Video-seminar for Appellate Staff Attorneys* (catalog no. 3273-V/96). Stephen V. Armstrong and Timothy P. Terrell discuss methods for achieving clarity and economy in legal writing. They explain how to organize memoranda and draft opinions, write effective introductions, provide context before detail, develop an approach to style, and edit drafts.

### **SEMINAR**

#### **Opinions: Effective Writing and Efficient Editing**

Stephen V. Armstrong, Timothy P. Terrell

Orientation Seminar for Newly Appointed District Judges (June 1998)

3616-A/98 (two audiotapes)

This workshop is designed to hone a judge's skills as a writer and editor of draft opinions. It deals with organization and style only, not with substance. Editing effectively requires being able to predict likely problems, diagnose them, and cure them quickly. The workshop discusses and gives examples of common problems and their cures.

## ORIENTATION FOR COURT EMPLOYEES

### **Faces of Justice**

American Judicature Society (1995)

2995-V/95 (one videotape) (30 min.) (trainer's manual) (self-study guide)

The primary purpose of this video program is to give new court employees and new non-lawyer judges an overview of the justice system. The program conveys some basic information about the structure of American government, the role of the courts, the functions of various people who work in the justice system, and some significant elements that distinguish civil cases and criminal cases. It also illustrates the importance of treating fairly all those who come to court.

### **Introducing the Federal Courts: A Federal Judicial Center Orientation Series for Court Employees**

FJC Production (1991-1999)

This five-part series is designed to help court employees better understand their jobs and the important role they play in the effective administration of justice. Each program consists of videotapes and accompanying written materials, including an outline, a glossary, and (except *The Appellate Process*) an appendix. The programs are designed to be viewed individually or in groups, with or without an instructor.

**Program 1: An Introduction to the Federal Courts**

1832-A/91 (one audiotape) (29 min.) (print material); 1832-V/91 (one videotape) (29 min.) (print material)

To enhance court employees' overall understanding of the federal court system, this video program provides a general introduction to the system's organization, jurisdiction, and administration. The Center sent this program to each clerk of court when it was produced.

**Program 2: How Criminal Cases Move Through the District Courts**

1618-V/99 (five videotapes) (3 hr. 45 min.) (print material)

Using the Federal Rules of Criminal Procedure to provide a framework, this four-part program follows a hypothetical criminal case from arrest through sentencing and post-trial motions. In addition to illustrating major steps in the criminal process, this program discusses the nature of federal crimes; the functions of the court, prosecutor, and defense attorney; and the sentencing process.

**Program 3: How Civil Cases Move Through the District Courts**

FJC Production (1995)

2784-V/95 (five videotapes) (3 hr. 40 min.) (print material)

This five-part program for clerk's office employees examines a hypothetical civil case in which purchasers of a condominium unit sue a real estate development company for securities fraud. The program tracks the case from the filing of the complaint through trial and the entry of judgment. Along the way, it refers to relevant Federal Rules of Civil Procedure and explains the role of the clerk's office. Major topics discussed include pleadings, service of process, pretrial motions and discovery, case management, alternative dispute resolution procedures, resolution of cases through trial or settlement, and the role of magistrate and district judges.

**Program 4: How Cases Move Through the Bankruptcy Courts**

2475-A/94 (four audiotapes) (2 hr. 34 min.) (print material); 2475-V/94 (four videotapes) (2 hr. 34 min.) (print material)

This four-part program uses the bankruptcy of a hypothetical department store to explain bankruptcy procedure and how it affects the clerk's office. It also shows how the store's impending bankruptcy affects the corporation's employees, its creditors, people in the community, and the owners of the corporation. The Center sent one set of program tapes (four videotapes) and one set of program reading materials to each bankruptcy court.

**Program 5: The Appellate Process**

2505-A/94 (one audiotape) (46 min.) (print material); 2505-V/94 (one videotape) (46 min.) (print material)

This program uses a hypothetical wrongful death case to explain how appeals are processed in the federal courts and the role of deputy clerks in processing them. It tracks the case from filing of the notice of appeal in the district court through final resolution of the case in the court of appeals. The program also discusses appeals from final orders of federal administrative agencies. The Center sent one copy of this program (one videotape) and one set of program reading materials to each circuit court clerk, bankruptcy court clerk, district court clerk, and circuit librarian.

**An Introduction to the Federal Courts**

FJC Production (1994)

3161-CD/94 (one CD-ROM)

This interactive video program was designed for new federal court employees or anyone desiring to learn more about the federal courts. Through a series of video segments, quizzes, and interactive exercises, the user learns about such topics as separation of powers, the jurisdiction of the federal courts, and their organization and administration. System requirements: IBM PC 486 or compatible; CD-ROM drive with a minimum data rate of 150K/second; RealMagic-compatible MPEG playback controller; Soundblaster Pro or compatible sound board; 8 MB of RAM; Windows 3.1 or later; 30 MB of free hard disk space.

### **Orientation Seminar for Federal Judicial Law Clerks**

FJC Production (1998)

3658-V/98 (four videotapes) (2 hr. 42 min.) (participant's guide)

Part 1 of the program begins with an introduction to the federal judiciary. It introduces law clerks to other court staff with whom they will work and come in contact. It also describes publications, video programs, and other resources that can assist law clerks. This is followed by a session on ethics for law clerks, developed in consultation with the Judicial Conference Committee on Codes of Conduct. It addresses law clerks' ethical obligations under the Codes of Conduct and related authorities. Topics include maintaining confidentiality of the judicial decision-making process and avoiding public comment on the merits of actions; interviewing with law firms and other prospective employers; permissible outside activities; and the conflicts-of-interest provisions. Part 2 is a replay of a legal writing workshop produced for the Center's November 1996 video seminar for appellate staff attorneys. Its goal is to help law clerks edit their legal writing more effectively and efficiently so that it becomes clearer and stronger. Organization is stressed as much as style.

## **PRO SE LITIGATION**

*see also* HABEAS CORPUS

### **SEMINARS**

#### **Handling Prisoner Pro Se Litigation**

Charles R. Wolle, Robert E. Coyle, D. Brook Bartlett, Howard D. McKibben  
Conference of Chief U.S. District Judges (Apr. 1996)

3102-A/96 (one audiotape)

Panel discussion on various ways districts handle prisoner pro se litigation, as well as an update on congressional efforts which led to the Prison Litigation Reform Act of 1996 (PLRA).

#### **Prisoner Pro Se Litigation Workshop (Mar. 1995)**

##### **Approaches to Case Management**

Howard McKibben, Calvin Botley, Holly B. Fitzimmons, Alfred G. Nicols, Jr., John F. Moulds  
2752-A/95 (one audiotape)

##### **Obtaining Counsel for Plaintiffs: When, How and Whether**

Celeste F. Bremer, Howard B. Eisenberg, Margaret Johns  
2754-A/95 (one audiotape)

##### **Problems of Counsel**

Celeste F. Bremer, Carter White, Bruce Farmer  
2755-A/95 (one audiotape)

##### **Issues at Trial**

Scott O. Wright, Mary S. Feinberg, David L. Piester, William A. Knox  
2756-A/95 (one audiotape)

Discusses attendance of plaintiff and witnesses, courtroom security and restraint of witnesses, location of trial, and handling the pro se trial.

##### **Use of Pro Se Law Clerks**

Lois Bloom, Haven Gracey, Richard Owens, Kate Patt  
2757-A/95 (one audiotape)

##### **Where Do We Go From Here?**

Celeste F. Bremer, John F. Moulds, Margaret Johns  
2758-A/95 (one audiotape)

## **Prisoner Pro Se Litigation Workshop (Sept. 1996)**

### **Approaches to Screening and Case Management**

John L. Carroll, Carol E. Heckman, Alfred G. Nichols, Jr., Thomas J. Reuter  
3178-A/96 (one audiotape)

### **Issues at Trial**

Mary S. Feinberg, Judith K. Guthrie, William A. Knox, David L. Piester, Haven Gracey  
3182-A/96 (one audiotape)

Topics covered include obtaining evidence, the pretrial conference, attendance of plaintiff and witnesses, courtroom security and restraint of witnesses, conducting the pro se trial, and using pro se staff attorneys.

### **Obtaining Counsel for Plaintiffs: When, How and Whether**

Celeste F. Bremer, Edmund V. Ludwig, Margaret Z. Johns, Philip Meers  
3180-A/96 (one audiotape)

Discusses problems of plaintiff's and defense counsel in handling section 1983 cases.

### **Perspectives on Prison Dispute Resolution**

William A. Knox, Don Spector, George Lombardi  
3179-A/96 (one audiotape)

### **Report on the New Pro Se Legislation and Current Issues in § 1983 Litigation**

Margaret Z. Johns  
3177-A/96 (one audiotape)

### **Use of Pro Se Staff Attorneys**

Kim Berger, Haven Gracey, Kate Patt, John F. Moulds  
3181-A/96 (one audiotape)

## **Pro Se Issues**

John L. Carroll, Mary S. Feinberg, Carol E. Heckman, William A. Knox, Margaret Z. Johns, Haven Gracey

Workshop for U.S. Magistrate Judges of the First, Third, Fourth, Seventh, and Tenth Circuits  
(June 1996)

3201-A/96 (four audiotapes)

## **Pro Se Issues**

John L. Carroll, Ira P. Robbins

Orientation Seminar for Newly Appointed U.S. Magistrate Judges (Oct. 1997)

3504-A/97 (one audiotape)

## **Pro Se Litigants (panel discussion)**

Leonie M. Brinkema, Ira P. Robbins

Orientation Seminar for Newly Appointed District Judges (June 1997)

3379-A/97 (one audiotape)

Discussion of case-management issues relating to pro se litigants in criminal and civil cases. Emphasis is on case-processing techniques in prisoner section 1983 actions, and the program includes a review of the impact of the 1996 Prison Litigation Reform Act.

## **Pro Se Litigation**

William W. Schwarzer, Marvin E. Aspen, Lois Bloom

National Workshop for District Court Judges I (Mar. 1995)

2749-A/95 (one audiotape)

Discussion of case-management techniques for handling pro se cases more efficiently.

**Pro Se Litigation**

Howard D. McKibben, Frank J. Polozola, Cynthia Imbrogno  
National Workshop for District Court Judges II (July 1995)  
2841-A/95 (one audiotape)

Discussion of case-management techniques for handling pro se cases more efficiently.

**Pro Se Litigation: Handling Cases More Efficiently**

Charles R. Wolle, William W. Schwarzer, Cynthia Imbrogno  
National Workshop for District Judges III (Sept. 1995)  
2916-A/95 (one audiotape)

**Screening Pro Se Cases: Ways to Control the Case Flow at Trial and on Appeal**

Daniel B. Sparr  
1996 Workshop for District and Circuit Judges of the Tenth Circuit (Mar. 1996)  
3010-A/96 (one audiotape)

## **PROBATION & PROBATIONER SERVICES**

*see also* CORRECTIONS & CORRECTIONAL FACILITIES; DRUG ABUSE;  
SAFETY IN THE WORKPLACE; SENTENCING

### ***General***

**Crime in the Suites**

Films for the Humanities & Sciences (1987)  
3441-V/87 (one videotape) (24 min.)

This video examines white-collar crime, possibly America's biggest growth industry today. The program profiles two white-collar criminals and a man who lost his pension to a retirement scam. Several experts offer their insights on the phenomenon of white-collar crime.

**Enhanced Supervision Case Study: The Jack Kaiser Story**

FJC Production (1991)  
1662-V/91 (two videotapes) (1 hr. 10 min.)

This four-part program was designed as a part of the Center's in-district Enhanced Supervision training. It follows a fictitious probation officer through a case: receiving the offender's file as he begins his supervised release sentence; the first six months of supervision; and numerous meetings with the offender and other interested parties, such as his employer.

**Federal Probation and Pretrial Services Officers: Who • What • Why**

FJC Production (1996)  
3271-V/96 (one videotape) (30 min.)

This program introduces four working officers and looks at activities their jobs encompass—from the pretrial services officer's first interview with an arrestee to the probation officer's community supervision of a convicted offender after a prison term. The program is designed for anyone who wants to know more about federal probation and pretrial services, including new and prospective officers; support staff; judges, defenders, and other court employees; federal prosecutors; and interested members of the community. The Center sent one copy of this program to all chief probation officers and chief pretrial services officers, and to clerks of the U.S. appellate, district, and bankruptcy courts.



**Free Your Mind: Errors in Thinking**

Kindred Publishing (1994)

2706-V/94 (four videotapes) (2 hr. 7 min.)

This four-part video program focuses on errors in thinking that are generally accepted as common to those who practice destructive lifestyles. Errors in thinking are discussed and then linked with errors in perception and behavior. Thinking errors are contrasted with rational choices. Clients learn to shift their thinking from self-destructive to life-affirming.

**Hate Crimes**

AIMS Multimedia (1995)

3446-V/95 (one videotape) (29 min.)

This video examines the brutal problem of hate crime, from its roots in stereotyping and prejudice through the violence in today's headlines. Interviews with hate-crime offenders and victims show how discrimination can lead to verbal abuse, vandalism, and physical violence.

**House Arrest (Crime File II series)**

Alvin Bronstein, Leonard Flynn, Joan Petersilia

Police Foundation/WETA-COM/National Institute of Justice (1986)

601-V (one videotape) (29 min.)

This program presents a roundtable discussion of the advantages and disadvantages of house arrest.

**Introducing the Risk Prediction Index**

FJC Production (1997)

3337-V/97 (one videotape) (18 min.) (computer disks) (*RPI Profiles* pamphlet) (implementation guides)

In March 1997, the Judicial Conference approved the Risk Prediction Index (RPI) for use in all new probation and supervised-release cases. The U.S. Parole Commission has allowed its use in new parole cases. In this video program, researchers who developed the RPI and experienced users who participated in the field tests answer questions that officers are likely to have as they begin using the RPI. The program is one component of the RPI start-up package, which was sent to all districts.

**Perspectives on Probation and Pretrial Services**

FJC Production (June 1998)

3584-V/98 (one videotape) (56 min.)

This program includes an introduction to the Federal Judicial Television Network; a report on a study by the Center on Addiction and Substance Abuse (CASA) of the efficacy of drug treatment for offenders in the criminal justice system; an interview with Judge Richard Conaboy, chairman of the Sentencing Commission; reports from Philadelphia and Milwaukee on how those districts implemented action plans developed at the FJC's System Impact Seminar to help improve collection of fines and restitution; a report on the Sentencing Commission's effort to pass guideline amendments on theft, fraud, and tax loss and its plan to have probation officers field test such amendments; a report on the changes being made to new officer orientation; and a report from David Adair, Associate General Counsel of the Administrative Office, on proposals to amend the juvenile delinquency provisions of title 18, issues related to the Mandatory Victim Restitution Act, and the duties of federal probation officers under state sex offender registration laws.

**Perspectives on Probation and Pretrial Services**

FJC Production (Nov. 1998)

3766-V/98 (one videotape) (51 min.)

This program includes a report on the Leadership Development Program national seminar; a report on the Offender Employment Assistance Program in the Southern District of West Virginia; a report on the bifurcation of investigation and supervision functions in the Portland Pretrial Services Office of the District of Oregon; a report on the Chiefs Conference held in Portland, Oregon; a report on a workshop on planning for new roles of staff at the Chiefs Conference; a report on the U.S. Sentencing Commission's planning for the Federal Sentencing Guidelines National Seminar and on eleven amendments that went into effect on November 1, 1998; a report on the pilot of the revised version of New Officer Orientation; and a presentation on enactment of the Speed Trafficking Life Imprisonment Act of 1998, the Protection of Children from Sexual Predators Act of 1998, and the "Bailey fix" legislation, as well as comments on frequently asked questions regarding confidentiality and dealing with offenders who are HIV positive or have AIDS.

**The Presentence Process**

Edward R. Becker

FJC Production (Mar. 1989)

1120-V (one videotape) (34 min.)

With brief introduction for judges: 1121-V

Explains the role of probation officers under the 1984 Sentencing Reform Act and how they can deal with problems that arise in preparing presentence reports under guideline sentencing.

**Rage, Recidivism and Recovery (Parts I and II)**

FMS Productions, Inc. (1996)

3746-V/96 (two videotapes) (45 min.) (workbook/leader's guide)

In this two-part video program, three formerly violent, habitual offenders—one African-American, one Hispanic, and one Caucasian—show viewers how it is possible to "get out and stay out" of prison. Viewers see and hear how these individuals accepted responsibility for their own behavior by confronting their anger, hate, and fear. These men collectively had thirty years behind bars, but have been productive, free men for well over twice that long. This video can be used to inspire and motivate repeat offenders interested in developing a personal plan for recovery.

**Recruiting Informational Tape**

Lamb Productions (1989)

1192-V (one videotape) (17 min.)

This is a program used for recruitment of new probation officers.

**Repeat Offenders (Crime File I series)**

Edward Spurlock, Peter Gilchrest, Leslie Harris

Police Foundation/WETA-COM/National Institute of Justice (1985)

96-V (one videotape) (28 min.) (study guide)

Illustrates techniques for identifying and arresting repeat offenders by interviewing police officers assigned to the Repeat Offenders Project (ROP) in Washington, D.C. Issues of effectiveness, constitutional questions, and civil liberties are explored through a panel discussion with ROP's director, a district attorney, and a member of the American Civil Liberties Union.

**Restitution & Community Service (Crime File II series)**

Newman Flanigan, Albert J. Kramer, Michael Smith

Police Foundation/WETA-COM/National Institute of Justice (1986)

604-V (one videotape) (29 min.) (study guide)

Discusses crimes for which restitution to victims and various forms of community service are included in an offender's sentence in Quincy, Massachusetts. Interviews with a probation officer, judge, district attorney, and Vera Institute of Justice director explore concepts of justice and the purposes, scope, and future of restitution as an alternative to prison.

**Skinheads USA**

Films for the Humanities & Sciences (1993)

3442-V/93 (one videotape) (54 min.)

This video provides viewers with an inside look at an actual neo-Nazi Skinhead organization, its operations, and its personalities. The program follows the group's day-to-day activities at its headquarters, White Power rallies and recruitment drives, and even visits inside a prison where four Skinheads are jailed following the murder of a black man. The program captures firsthand the distorted idealism and openly racist objectives of the neo-Nazi youth movement. Because this program contains profanity and violent footage, instructors should preview it before showing it to program participants.

**Testifying in the Federal Courts: A Program for U.S. Probation and Pretrial Services Officers (self-instructional version)**

FJC Production (1989)

1185-V (one videotape) (31 min.) (print material)

Uses portions of a bail revocation hearing and a sentencing hearing to demonstrate techniques that U.S. probation and pretrial services officers can use to improve their effectiveness when testifying.

**Violence Risk Assessment**

Altschul Group Corp. (1994)

2951-V/94 (one videotape) (37 min.) (discussion guide)

Although clinicians can never predict violent incidents with certainty, there are social, psychological, and biological risk factors that can be examined as part of a thorough assessment. Using a case dramatization, J. Reid Meloy presents a model for violence risk assessment. This video is designed for mental health professionals involved in determining an individual's potential for violent acts.

**Your Rights After Arrest: A Video in English and Spanish**

U.S. District Court, Southern District of Iowa (1998)

3646-V/98 (one videotape) (13 min.)

This video advises criminal defendants of their rights in the federal pretrial process. The video features U.S. Magistrate Judge Celeste F. Bremer and is scripted in both English and Spanish.

## ***Domestic Violence***

**Behind Closed Doors**

Filmmakers Library (1992)

2072-V/92 (one videotape) (46 min.)

The viewer of this video takes an in-depth look at domestic violence through the eyes of two individuals. David, an abuser, and Margaret, a victim, discuss their difficult childhoods, their low self-esteem, their feelings of shame, and their determination to break the patterns of violence that have governed their lives.

**Domestic Violence Awareness for Probation and Pretrial Services Officers**

FJC Production (1998)

3585-V/98 (three videotapes) (2 hr. 24 min.) (print material available via J-Net)

Initially broadcast in May 1998, this training program provides officers with tools to use in dealing with domestic violence situations encountered in the course of their regular duties.

**Domestic Violence: More Than a Private Affair**

AIMS Media (1988)

1829-V/88 (one videotape) (22 min.)

Encourages law enforcement officers to evaluate their attitudes and responses to domestic violence. Dramatizes step-by-step tactics for answering a domestic violence call: separating the victim from the suspect, determining the victim's condition, deciding whether the suspect should be arrested, and directing the victim to sources of further assistance. Emphasis is on ensuring the safety of all involved.

**Family Violence: Private Business, Public Price**

AIMS Multimedia (1995)

3446-V/95 (one videotape) (29 min.)

In this video, interviews with victims, therapists, and police officials illustrate the many aspects of domestic abuse. The program describes potential abuse victims and abusers, patterns of abuse, reasons victims stay in abusive relationships, and obstacles that prevent victims and abusers from seeking help. The video also describes the Protection from Abuse Act, an alternative to arrest and criminal prosecution for abusers.

**The Unquiet Death of Eli Creekmore**

Filmakers Library (1987)

2071-V/87 (one videotape) (55 min.)

This documentary examines the life and brutal death of Eli Creekmore, a victim of repeated beatings by his father. Eli's grandmother, teacher, and doctor had reported earlier abuse to Child Protective Services, which did little to save his life.

**Violence in the Home: Living in Fear**

FMS Productions, Inc. (1989)

3440-V/89 (one videotape) (30 min.)

This video emphasizes that the cycle of domestic violence can be broken only by outside intervention. A dramatization of domestic violence and its aftermath reveals that arrest is often the best first step. The purpose of an arrest is not to keep offenders behind bars, but to force them to seek professional help.

## *Gangs*

**Gangs: The Fatal Attraction**

AIMS Multimedia (1992)

3396-V/92 (one videotape) (21 min.)

This video assists in the early recognition of gang members and their activities. It introduces gang members, who discuss initiation rites, the roles of female gang members, nicknames, specific retaliation methods, and what it takes to quit a gang. The program was produced by the Los Angeles County Sheriff's Department.

**Gangs: Tags, Tacs, Terminology**

AIMS Multimedia (1992)

3397-V/92 (one videotape) (20 min.)

In this video, gang members talk about how they got their names and about the significance of religion, tattoos, scars, colors, hand signals, clothes, and common phrases. The program was produced by the Los Angeles County Sheriff's Department.

**Special Needs Offenders: An Overview of Gangs in the Federal System**

Victor Casillas, Darryl Leary, Mark Maggio, Thomas Miller, Dennise Orlando-Morningstar,  
Rachel Scott, Craig Trout, Dale Welling  
FJC Production (1997)

3514-V/97 (three videotapes) (2 hr. 15 min.) (participant's guide)

This teleconference focuses on how federal probation and pretrial services officers can more effectively identify and manage gang members in their caseloads. The teleconference panel features two national experts, who discuss the investigation and supervision of gang members from the perspectives of federal probation and pretrial services and the Federal Bureau of Prisons. The panel also includes four probation officers, who discuss strategies they have found to be effective in supervising offenders and defendants who belong to gangs, as well as officer safety as it relates to gangs.

**Street Gangs of Los Angeles**

Films for the Humanities and Sciences (1992)

3389-V/92 (one videotape) (44 min.)

This video looks at the thrills and dangers of life for gang members and at the occasionally successful efforts of parents in gang-run neighborhoods to keep their children safe.

## *Officer Safety*

**Diffusing Aggressive Behavior**

AIMS Media (1989)

1732-V/89 (one videotape) (18 min.) (discussion guide)

Discusses techniques law enforcement officers can use to deal with people exhibiting aggressive, potentially dangerous behavior.

**Handgun Retention Techniques: The Lindell Method**

Performance Dimensions Publishing (1994)

3525-V/94 (one videotape) (1 hr. 1 min.)

In this video, important concepts of handgun retention are presented by Jim Lindell, president of the National Law Enforcement Training Center and former physical skills supervisor with the Kansas City Regional Police Academy in Missouri. Massad Ayoob, director of the Lethal Force Institute, and Bob Lindsey, a nationally respected law enforcement trainer, are also featured. The video uses live-action scenarios to demonstrate the steps law enforcement officers can take to ensure retention of their handguns in confrontational situations.

**Hostage Officer Survival**

Calibre Press (1998)

3662-V/98 (one videotape) (1 hr. 22 min.)

This video teaches proven survival tactics that can be used in any situation in which a law enforcement officer is taken hostage. Topics include using psychological tactics to regain control; using fourteen physical escape tactics; working effectively with backup officers; defeating physical restraints, such as rope, duct tape, and handcuffs; and properly using deadly force.

**Management of Aggressive Behavior**

Performance Dimensions Publishing (1994)

2704-V/94 (one videotape) (20 min.)

*Management of Aggressive Behavior* helps viewers recognize and identify signs of aggressive behavior. The video demonstrates ways to manage aggressive individuals and improve one's chances of personal safety.

**Multiple Assailant Confrontations**

Performance Dimensions Publishing (1994)

2705-V/94 (one videotape) (29 min.)

This video illustrates techniques law enforcement officers need to deal with multiple assailants, especially when working without a partner or a backup officer.

**Non-Violent Crisis Intervention**

National Crisis Prevention Institute (1985)

542-V (two videotapes) (54 min.)

Explains a nonharmful behavior management system for agitated or out-of-control individuals. Part I discusses preventative techniques; Part II discusses therapeutic physical intervention.

**OC Chemical Agent Training**

California Peace Officers Standards and Training (POST) Commission (1993)

2507-V/93 (one videotape) (20 min.)

This is a training video on law enforcement use of oleoresin capsicum (OC) personal defense spray. Cap-Stun is the brand of OC approved for probation and pretrial services officers' duty use.

**Realistic Retention Techniques**

Reliapon Police Products, Inc. and The Thompson Corporation (1987)

3526-V/87 (one videotape) (21 min.)

In this video, instructor John G. Peters, Jr., demonstrates several physical maneuvers law enforcement officers can use in confrontational situations to retain possession of their drawn or holstered handguns or long-barreled weapons. Peters' techniques are based on a "body mechanics" approach rather than complicated martial arts techniques.

**Surviving Edged Weapons**

Calibre Press (1988)

1713-V/88 (one videotape) (1 hr. 25 min.)

Presents information on how to defend oneself against an assailant carrying an edged weapon. Survival skills are illustrated by officers who have nearly been killed in attacks. Includes medical advice for cuts and stab wounds.

**Surviving Ground Assaults**

Calibre Press, Inc. (1996)

3388-V/96 (one videotape) (40 min.)

This video demonstrates an effective ground-defense system for regaining control of a life-threatening situation with an assailant. It can be used for self-study or classroom instruction.

**Ultimate Survivors**

Calibre Press (1991)

2726-V/91 (one videotape) (1 hr. 25 min.)

In this video training program, four "ultimate survivors" reveal the attitudes, actions, and personal traits needed in any crisis.

**Understanding Canine Behavior for Your Protection**

Bulli Ray Enterprises, Ltd. (1995)

3398-V/95 (one videotape) (32 min.) (facilitator's guide) (participant handbook)

This video-based training program teaches viewers how to recognize threatening canine behavior and how to protect themselves against a dog attack.

# Sexual Abuse

## **Bitter Earth: Child Sexual Abuse in Indian Country**

Office for Victims of Crime, U.S. Department of Justice (1993)

2540-V/93 (one videotape) (54 min.) (discussion guide)

*Bitter Earth* is an educational tool for increasing the awareness of sexual abuse in Indian Country among community members and non-Indian service providers. The video can be shown to groups or families or can be viewed privately by individuals.

## **Overview of Sex Offenders in the Federal System**

FJC Production (1998)

3771-V/98 (two videotapes) (1 hr. 56 min.) (print material available via J-Net)

Originally broadcast in October 1998, this program introduces probation and pretrial services officers and managers to sex offenders and the risk-management and case-management issues they present. Through panel discussions, guest speakers, and video segments, participants learn about the basic behavioral characteristics exhibited by sex offenders; how to investigate and supervise sex offenders; the role treatment plays in managing a sex offender's deviant behavior and the qualifications of an effective provider of treatment for sex offenders; an overview of the Sex Offender Treatment Program at the Bureau of Prisons facility at Butner, N.C.; and some of the legal issues associated with managing sex offender cases.

## **Pedophiles**

Films for the Humanities and Sciences (1994)

3747-V/94 (one videotape) (52 min.)

This video reports on child abusers who, despite repeated convictions and extensive therapy, continue their abusive behavior throughout their lives. The "average" American child abuser abuses 117 children in the course of his "career." In frank interviews, pedophiles describe their inability to stop their abusive behavior and the ease with which they manipulate safeguards to gain access to children. The program examines some radical responses to recidivism, including informing the public when a convicted offender is released and moves into a community, and locking up serial offenders for life.

## **Sadistic Versus Non-sadistic Sex Offenders**

Sage Publications, Inc. (1998)

3664-V/98 (one videotape) (40 min.) (leader's guide)

This video features interviews with sadistic sex offenders and with "grooming child" sex offenders. The offenders describe their offenses, as well as their justifications and excuses for child molestation and adult sexual assault. They also explain how those thinking errors and behavior patterns evolved over time. The video is Part 2 in the producer's *Listening to Sex Offenders* series.

## **Truth, Lies and Sex Offenders**

Sage Publications, Inc. (1996)

3663-V/96 (one videotape) (32 min.) (leader's guide)

In this video, five convicted sex offenders discuss their sexual deviancy and how, through denial, lying, and manipulation, they were able to cover up their double lives for years. The video is Part 1 of the producer's *Listening to Sex Offenders* series.

## **Victim to Victimizer: Breaking the Cycle of Male Sexual Abuse**

Barr Films (1987)

626-V (one videotape) (24 min.)

Shows that young sexual offenders were usually sexually abused themselves. Takes a look at pioneer correctional programs aimed at breaking the cycle of abuse through therapy, improving impulse control, social skills, problem solving, and the awareness of cause and effect.

**Why, God? Why Me?**

Filmmakers Library (1988)

2074-V/88 (one videotape) (27 min.)

This program about childhood sexual abuse dramatizes the life story of victims who grew up never feeling safe in their own homes. While this program is emotionally compelling, it is delicately told, with no graphic, sexual, or violent scenes.

## PROCUREMENT

**Procurement in the Federal Courts**

FJC Production (1990–1994)

Intended to help newly appointed procurement clerks become familiar with the fundamentals of procurement in the federal courts. Each video has an accompanying set of written materials that include an outline of the script, a short quiz, and a glossary.

**Procurement in the Federal Courts: An Introduction**

1488-A/90 (one audiotape) (24 min.) (print material); 1488-V/90 (one videotape) (24 min.) (print material)

Explains the fundamental concepts and procedures that apply to procurement in all federal courts. Discusses sources of information on procurement, key procurement objectives, and court personnel with procurement responsibilities.

**Procurement in the Federal Courts: Commercial Sources of Supply**

2674-A/94 (one audiotape) (21 min.) (print material); 2674-V/94 (one videotape) (21 min.) (print material)

This program explains concepts and procedures that apply when purchasing from commercial sources of supply. It defines commercial sources of supply and reasons for using them; reviews the federal supply schedule program—a hybrid that combines elements of both commercial and government sources of supply; discusses how the framework for procurement set out in Part B of Chapter VIII of the *Guide to Judiciary Policies and Procedures* applies to open market purchases; and discusses ethical issues and other considerations that become especially important when purchasing from commercial suppliers.

**Procurement in the Federal Courts: Delegations of Authority and the Seven Basic Steps**

1489-A/90 (one audiotape) (24 min.) (print material); 1489-V/90 (one videotape) (24 min.) (print material)

Builds on information presented in the introductory video. Provides an understanding of how purchases are made and how individual purchases fit into the procurement process as a whole. Delegation of authority and the seven basic steps of procurement are discussed.

**Procurement in the Federal Courts: Furniture and Furnishings**

2675-A/94 (one audiotape) (21 min.) (print material); 2675-V/94 (one videotape) (21 min.) (print material)

Because furniture and furnishings procurement includes the largest budget items under the court's control, it offers the greatest opportunity for creativity and savings—and has the most complex set of rules and regulations. This program helps courts get started with these types of purchases by discussing how general procurement principles apply to furniture and furnishings procurements; Parts E, F, and G of Chapter VIII of the *Guide to Judiciary Policies and Procedures*, which specifically address furniture and furnishings; and how furniture and furnishings fit into the court's overall budget.



**Procurement in the Federal Courts: Government Sources of Supply**

1490-A/90 (one audiotape) (24 min.) (print material); 1490-V/90 (one videotape) (24 min.) (print material)

Explains the concepts and procedures that apply when courts purchase from government sources of supply. Discusses the General Services Administration and the Federal Supply Service; the three major government supply programs; and available sources of assistance and information.

**Procurement in the Federal Courts: Property Management and Disposal**

2676-A/94 (one audiotape) (23 min.) (print material); 2676-V/94 (one videotape) (23 min.) (print material)

Good procurement practices involve much more than buying papers and pencils and an occasional desk. This program discusses the importance of property in its entire life cycle—from the time it is purchased until the time it leaves the court. Specifically, the program discusses the types of property and the court personnel who are important when talking about property management and disposal; and the main provisions on property management and property disposal in Chapter VIII of the *Guide to Judiciary Policies and Procedures*.

## RACIAL & ETHNIC ISSUES

see DIVERSITY

## RECORDS MANAGEMENT

**Information and Records Management in the Federal Courts**

FJC Production (1994)

2532-A/94 (one audiotape) (29 min.); 2532-V/94 (one videotape) (29 min.)

This program is designed for federal court employees who are responsible for the creation, maintenance, and disposition of federal court records. It presents an overview of the laws and regulations governing records management and helps employees understand the need for effective control and management of court records. Specific topics the program addresses include laws that govern records management; agencies that monitor records management programs; the information “life cycle” of a record; the federal courts’ records management program; and how to improve records management.

## RETIREMENT

**In Your Hands: The Tools for Preserving Personal Autonomy**

Helen Hayes

American Bar Association (1987)

1051-V (one videotape) (16 min.) (program guide)

This video helps viewers plan ahead for lifetime decisions in the event of incapacity. The program describes four legal tools viewers can use to protect their legal autonomy and ensure that their personal wishes in the future are honored—a durable power of attorney, a trust, a medical power of attorney, and a living will.

**Stepping into Retirement**

U.S. Office of Personnel Management (1995)

2922-V/95 (one videotape) (18 min.)

This video encourages CSRS and FERS employees who are approaching retirement eligibility to plan ahead so that their retirement will go smoothly. The program points out the steps an employee needs to take when planning to retire. It provides basic information on eligibility rules, annuities, deposits and redeposits, and eligibility to continue health and life insurance benefits. The video is intended for use by individual employees or as part of a preretirement seminar.

**Thrift Savings Plan**

Federal Retirement Thrift Investment Board (1992)

3274-V/92 (one videotape) (10 min.)

This short, animated videotape explains how the Thrift Savings Plan (TSP) can help federal employees save enough money to support a comfortable retirement. The video focuses on the TSP's benefits and emphasizes why it's important for federal employees to enroll in the plan as soon as they are eligible.

## **SAFETY IN THE WORKPLACE**

*see also* COURT SECURITY; PROBATION & PROBATIONER SERVICES

**Back with a Vengeance**

corVision Media (1994)

2719-V/94 (one videotape) (16 min.)

Experts estimate that more than 110,000 acts of workplace violence occur annually. ABC's *20/20* explores this critical problem by presenting some recent case histories and providing organizations with insights into the factors that lead employees and former employees to viciously attack former colleagues.

**The Respectful Workplace: Redefining Workplace Violence**

corVision Media (1994)

2720-V/94 (three videotapes) (1 hr. 16 min.) (facilitator's guide)

This is a three-part video program designed to enhance and support training sessions that deal with conflict resolution and mediation, communication, and customer service. It can also assist organizations that are developing and revising statements about violence in the workplace.

**Security Awareness in the Federal Courts**

FJC Production (1996)

3159-V/96 (one videotape) (22 min.)

This program gives federal court personnel basic information about federal court security providers and security systems they may find in their buildings. It discusses duress alarms and fire alarms, and it provides tips on receiving telephone bomb threats, identifying suspicious packages, and handling personal property at work. The program was developed at the request of the Judicial Conference Committee on Security, Space and Facilities and was produced with assistance from the Administrative Office of the U.S. Courts and the U.S. Marshals Service. The program was distributed to chief judges of the U.S. courts when it was produced.

**Ticking Bombs: Defusing Violence in the Workplace**

corVision Media (1994)

2721-V/94 (two videotapes) (52 min.) (leader's materials) (program synopsis)

Based on the book by Dr. Mantell and Steve Albrecht, this two-part video series presents a practical and cost-effective model for reducing the chances of incidents of workplace violence and helping employers and employees ably cope with the aftermath of a violent workplace incident.

**Workplace Violence: First Line of Defense**

Excellence in Training Corp. (1994)

2711-V/94 (one videotape) (30 min.) (facilitator's guide) (participant's guide)

In this video, two nationally recognized experts, Garry Mathiason, a senior partner with a large employment law firm, and Chris Hatcher, a clinical psychologist, offer legal and incident management advice on how to identify and prevent workplace violence. The video includes an interview with a convicted perpetrator and a compelling dramatization.

## **SANCTIONS**

*see* CASE MANAGEMENT; CIVIL PROCEDURE; CONTEMPT; DISCOVERY

## **SCIENCE & TECHNOLOGY**

*see also* EVIDENCE; SCIENTIFIC EVIDENCE

**Program on Scientific Evidence for Federal Judges (Dec. 1994)****Admissibility of Scientific Evidence and Expert Testimony After *Daubert***

Paul F. Rothstein, Margaret A. Berger, David L. Faigman, Paul C. Giannelli  
2689-A/94 (one audiotape)

**Scientific Evidence in Toxic Tort Cases: Epidemiology and Toxicology**

Michael D. Green, Bernard D. Goldstein, Leon Gordis, Mary S. Henifin  
2690-A/94 (one audiotape)

**Quantitative Evidence in the Courts: Statistics and Multiple Regression**

Michael O. Finkelstein, David A. Freedman, David H. Kaye, Daniel L. Rubinfeld  
2691-A/94 (one audiotape)

**Judicial Control of Scientific Evidence and Expert Testimony After *Daubert***

Francis E. McGovern, Edward R. Becker, Barbara J. Rothstein, William W. Schwarzer  
2692-A/94 (one audiotape)

**Program on Scientific Evidence for Federal Judges (Jan. 1995)****Admissibility of Scientific Evidence and Expert Testimony After *Daubert***

Margaret A. Berger, Paul C. Giannelli, Joseph Sanders  
2722-A/95 (one audiotape)

**Scientific Evidence in Toxic Tort Cases: Epidemiology and Toxicology**

Michael D. Green, Ellen Silbergeld, Leon Gordis, Mary S. Henifin  
2723-A/95 (one audiotape)

**Quantitative Evidence in the Courts: Statistics and Multiple Regression**

Michael O. Finkelstein, David H. Kaye, David A. Freedman, Daniel L. Rubinfeld  
2724-A/95 (one audiotape)

**Judicial Control of Scientific Evidence and Expert Testimony After *Daubert***

Francis E. McGovern, Marvin E. Aspen, Barbara J. Rothstein, William W. Schwarzer,  
Alicemarie H. Stotler  
2725-A/95 (one audiotape)

# SCIENTIFIC EVIDENCE

*see also* COMPLEX LITIGATION; EVIDENCE; HEALTH CARE LEGAL ISSUES

## SEMINARS

### ***Daubert* Update**

Daniel J. Capra

National Workshop for District Court Judges I (May 1997)

3353-A/97 (one audiotape)

### ***Daubert* Update**

Donald N. Bersoff

National Workshop for U.S. Magistrate Judges (July 1997)

3467-A/97 (one audiotape)

Provides an analysis of cases decided since *Daubert* concerning forensic psychological and social science evidence, addressing whether trial evidence is subject to *Daubert* and, if so, how its admissibility has fared in the courts.

### **Introduction to Epidemiology**

Raymond S. Greenberg

National Workshop for District Court Judges I (Mar. 1995)

2740-A/95 (one audiotape)

With the rise of toxic tort cases in the federal courts, the findings of both toxicological and epidemiological studies are introduced into evidence with more frequency. This presentation provides a basic introduction to the science and methods of epidemiology.

### **Introduction to Epidemiology**

Leon Gordis

National Workshop for District Court Judges II (July 1995)

2845-A/95 (one audiotape)

With the rise of toxic tort cases in the federal courts, the findings of both toxicological and epidemiological studies are introduced into evidence with more frequency. This presentation provides a basic introduction to the science and methods of epidemiology.

### **Introduction to Epidemiology**

Harvey Checkoway

National Workshop for District Judges III (Aug. 1995)

2904-A/95 (one audiotape)

Introduction to the science and methods of epidemiology, including a discussion of association and causation.

### **Introduction to Toxicology**

Bernard D. Goldstein

National Workshop for District Judges III (Aug. 1995)

2905-A/95 (one audiotape)

Introduction to the science and methods of toxicology, including basic terms and definitions, the advantages and disadvantages of both animal toxicological studies and epidemiological studies, and extrapolation issues.

**Introduction to Toxicology and Risk Assessment**

Jeffrey A. Foran

National Workshop for District Court Judges I (Mar. 1995)

2736-A/95 (one audiotape)

With the rise in toxic tort cases in the federal courts, the findings of both toxicological and epidemiological studies are introduced into evidence with more frequency. This presentation provides a basic introduction to the science and methods of toxicology, including basic terms and definitions, the advantages and disadvantages of both animal toxicological studies and epidemiological studies, and extrapolation issues.

**Judicial Control of Scientific Evidence and Expert Testimony After *Daubert***

Francis E. McGovern, Marvin E. Aspen, Barbara J. Rothstein, William W. Schwarzer, Alicemarie H. Stotler

Program on Scientific Evidence for Federal Judges (Jan. 1995)

2725-A/95 (one audiotape)

**Quantitative Evidence in the Courts: Statistics and Multiple Regression**

Michael O. Finkelstein, David H. Kaye, David A. Freedman, Daniel L. Rubinfeld

Program on Scientific Evidence for Federal Judges (Jan. 1995)

2724-A/95 (one audiotape)

**Quantitative Evidence: Statistics and Multiple Regression**

Daniel L. Rubinfeld

National Workshop for District Judges III (Aug. 1995)

2907-A/95 (one audiotape)

Overview of the uses and applications of statistics and multiple regression in the courtroom, including issues of presentation and interpretation, an explanation of statistical significance, and a discussion of the use of statistics in employment discrimination cases.

**Scientific Evidence in Criminal Cases: Post-*Jurassic Park* Mutterings and Post-*Daubert* Musings**

James E. Starrs

National Workshop for District Court Judges I (Mar. 1995)

2738-A/95 (one audiotape)

A discussion of notable scientific flaws in judicial opinions in criminal cases as well as an analysis, from the state and federal post-*Daubert* decisions, of what has been accomplished in terms of correcting for such flaws in the future.

**Scientific Evidence in Toxic Tort Cases: Epidemiology and Toxicology**

Michael D. Green, Ellen Silbergeld, Leon Gordis, Mary S. Henifin

Program on Scientific Evidence for Federal Judges (Jan. 1995)

2723-A/95 (one audiotape)

**Survey Research Evidence in the Courtroom**

Jacob Jacoby

National Workshop for District Court Judges I (Mar. 1995)

2739-A/95 (one audiotape)

A discussion of key issues and concerns when survey research evidence is presented in the courtroom, including sampling considerations, questionnaire considerations, and research strategy.

# SECURITIES LAW & LITIGATION

## SEMINAR

### **Securities Law**

John C. Coffee, Jr.  
National Workshop for District Court Judges I (May 1997)  
3363-A/97 (one audiotape)

# SELF-IMPROVEMENT

## *General*

### **Achieving Credibility**

James M. Kouzes  
Nightingale-Conant (1995)  
3242-A/95 (six audiotapes)

This audiotape program teaches listeners the six disciplines of credibility: how to readily establish trust with others; specific ways to promote education among employees; how to regain credibility; a technique for resolving conflict based on principles; how to cultivate leadership qualities; and how to motivate others to reach their maximum potential.

### **Brain Power II**

John Hillerman  
Coronet/MTI Film & Video (1990)  
2427-V/90 (one videotape) (18 min.) (discussion guide)

Is there anyone who wouldn't profit from breaking stale old mental patterns? From learning to concentrate with clarity? From developing a keener sense of intuition? That is the threefold focus of this video, which expands on the motivational program based on Karl Albrecht's *Brain Power*. Used in any situation (especially as a meeting opener), it will help viewers use their brains more fully every day.

### **Character: Who Needs It?**

Dennis Prager  
Mentor Media (1996)  
3748-V/96 (one videotape) (26 min.) (facilitator's guide) (participant workbook)

In this video, Dennis Prager and a cast of Hollywood celebrities present a series of fast-paced and humorous vignettes that show what character is, why it's important and how to develop it. The program's key training points are as follows:

- Character is a person's ability to do the right thing and avoid doing the wrong thing or nothing.
- Character is a combination of good values and self-control.
- Character development requires models, methods, common sense, and self-control.

### **Fire & Jade**

Thompson-Mitchell & Associates, Inc. (1987)  
1055-V (one videotape) (13 min.)

This is a motivational program featuring Stan Cottrell in his 2,000-mile run across China. It shows the physical, emotional, and mental hardships he endured and encourages people to do more than they previously thought possible.

**Goals: How to Set Them, How to Reach Them**

Zig Ziglar

Zig Ziglar Corp. (1988)

1818-A/88 (six audiotapes) (listener's guide)

This program discusses the importance of goals and effective time management.

**How to Set and Achieve Goals**

Bobbe Sommer

CareerTrack Publications (1989)

1861-V/89 (two videotapes) (3 hr. 3 min.)

Part I of this program discusses knowing yourself and what you want from life: identifying goals and mapping out steps to achieve them; overcoming conditions and refusing to settle for less; pinpointing motivators; understanding how personality affects motivation; and understanding the influence of childhood experiences (1 hr. 37 min.). Part II discusses getting focused to take immediate, effective action: creating a personal action plan for goal achievement; pinpointing areas for making the most impact; getting focused for action; keeping track of progress; influencing others; using mentors and support groups; and making goal setting a habit (1 hr. 26 min.).

**How to Stay Motivated**

Zig Ziglar

Zig Ziglar Corp. (1989)

2448-A/89 (twelve audiotapes)

Discusses how to overcome major obstacles to positive motivation, such as fear, poor self-image, and poorly defined goals.

**Humor, Risk & Change**

American Media, Inc. (1990)

2094-V/90 (one videotape) (1 hr.) (training leader's guide)

Participants learn to overcome fear of embarrassment and failure, deal with change and adversity, and overcome "terminal professionalism."

**I Want to Change, But I Don't Know How**

Tom Rusk

Nightingale-Conant Corp. (1987)

704-A (six audiotapes)

This program uses a systematic approach to help the listener identify and analyze the essential ingredients of change. Listeners learn the twelve keys to making change happen.

**Introduction to the Meyers-Briggs Type Indicator**

Sandra K. Hirsch

Type Resources, Inc. (1989)

2428-V/89 (one videotape) (30 min.) (leader's guide)

An introduction and explanation of the use of the Meyers-Briggs Type Indicator. Trainers can use the video to introduce the history and concepts of the MBTI, to provide another source of MBTI definitions and descriptions of preferences, to serve as a post-test review, and to provide a general review of the MBTI.

**A Kick in the Seat of the Pants**

Roger von Oech

American Management Association (1987)

962-V (one videotape) (20 min.)

Explains that the creative process requires an individual to play four roles: explorer, artist, judge, and warrior. Encourages viewers to think about creativity and practice it.

**Positive Attitude Training**

Michael S. Broder

Nightingale-Conant (1994)

3252-A/94 (seven audiotapes)

Using this audiotape program, listeners learn to master the power of a positive, healthy attitude that actually creates success. Listeners also learn to make stress work for them, avoid the nine thinking-error traps, overcome limitations, take risks, set clearly defined goals, and release negative emotions.

**Principle-Centered Living**

The Covey Leadership Center (1991)

3264-V/91 (two videotapes) (2 hr.) (workbook)

When people center their lives, they become more balanced, organized, and anchored. In this video program, Stephen R. Covey shows viewers how to pursue success by identifying ways to become “centered,” or focused, in the personal, interpersonal, managerial, and organizational areas of their lives.

**The Psychology of Achievement**

Brian Tracy

Nightingale-Conant Corp. (1984)

511-A (six audiotapes)

This program focuses on the power of positive affirmation and explains the six keys to personal power. Listeners learn to eliminate worries, doubts, and fears; accept responsibility and take charge of their lives; use a twelve-point system to achieve goals; solve problems and make decisions; overcome procrastination; and influence and control conscious and subconscious thoughts.

**The Psychology of Success**

Brian Tracy

Nightingale-Conant Corp. (1986)

1172-A (six audiotapes)

This program discusses the importance of high self-esteem in creating one’s own success. Listeners learn to recognize the causes of failure so that they can avoid it. The program also offers ten universal principles for personal empowerment.

**The Psychology of Winning**

Denis E. Waitley

Nightingale-Conant Corp. (1987)

662-A (six audiotapes)

This program presents the “ten qualities of a total winner”—principles of thought and healthy behavior that have guided people to the top in every field of endeavor.

**Reenergize Yourself**

Mosby/Great Performance (1991)

2942-V/91 (one videotape) (25 min.)

This program offers tips to help viewers rekindle their lost energy, rejuvenate themselves, guard against burnout, increase their stamina, and improve their performance.

**See You at the Top**

Zig Ziglar

Nightingale-Conant Corp. (1985)

354-A (six audiotapes)

This program focuses on the aspects of a positive attitude and how a positive attitude can be developed and maintained. Listeners learn that attitude, not aptitude, determines one’s success in life.



**Self-Discipline and Emotional Control**

Tom Miller

CareerTrack Publications (1994)

2965-A/94 (six audiotapes)

This program provides listeners with suggestions for controlling emotional outbursts and other reactive behaviors so that they can function more effectively.

**Setting and Achieving Your Goals**

Mosby/Great Performance (1992)

2945-V/92 (one videotape) (25 min.)

This program teaches viewers how to gain more control over their lives and careers by learning to set objectives, create action plans, and evaluate their progress.

**The Seven Habits of Highly Effective People**

Stephen R. Covey

Covey Leadership Center (1990)

2081-A/90 (six audiotapes) (workbook)

Takes listeners through a seven-step personal renewal program designed to balance four areas of the individual's life: physical, mental, emotional-social, and spiritual.

**Smart Risk Taking**

Mosby/Great Performance (1991)

2943-V/91 (one videotape) (28 min.)

Viewers learn to identify their strengths and weaknesses, balance risk with potential rewards, and overcome unconscious barriers that may block their path to personal and professional success.

**Success and the Self-Image**

Zig Ziglar

Zig Ziglar Corp. (1988)

1819-A/88 (six audiotapes) (listener's guide)

Discusses the connection between genuine success and a healthy self-image.

**Success Self-Programming**

Lee Milteer

CareerTrack, Inc. (1986)

623-A (two audiotapes)

In this program, listeners learn how to break away from the negative thinking that creates barriers to growth. The program demonstrates the concepts of self-motivation, perseverance, and discipline. It also discusses how to increase learning speed, and how to tap into the power of the unconscious mind in order to develop a positive way of thinking, feeling, and living.

**The Superwoman Syndrome**

Marjorie H. Shaevitz

Nightingale-Conant Corp. (1985)

6-A (six audiotapes)

This series explores approaches for dealing with the many, sometimes conflicting, demands on working mothers.

**Taking In Information Effectively**

Tarragon Training International (1994)

3394-CD/94 (one CD-ROM) (facilitator's guide) (student guide)

This interactive program provides the learner with strategies for acquiring, remembering, and processing information in order to avoid "information overload." It focuses on note-taking skills, memory-enhancement techniques, reading and comprehension skills, and "chunking" of information to make it manageable. System requirements: 486/33 DX PC; dual-speed CD-ROM drive and 16-bit audio card; Windows 3.1; 8 MB of RAM; 5 MB of free hard disk space.

**Tapping Into Your Creativity**

Mosby/Great Performance (1992)

2947-V/92 (one videotape) (30 min.)

Creativity is a valuable asset. Viewers learn how to tap into their creative resources, unlock their imaginations, ignite their intuition, and think creatively.

**The Weldon Blueprint**

Joel Weldon

Nightingale-Conant Corp. (1986)

352-A (six audiotapes)

Presents Weldon's process for tapping one's potential.

**What's So Funny About Work? How to Bring Humor to the Workplace**

Helen Sutton

CareerTrack Publications (1994)

2992-V/94 (one videotape) (1 hr. 6 min.)

Lighten up! It's the quickest way to improve your attitude, spark creativity, reduce anxiety, break down barriers, attract other people, defuse anger, build team spirit, and enjoy life. This video demonstrates the value of humor in the workplace, how it's best used, and when to avoid it.

**Why Didn't I Think of That?**

American Media, Inc. (1994)

3749-V/94 (one videotape) (22 min.) (leader's guide) (book)

This video teaches viewers how to break well-worn habits and thought patterns to enhance creativity. The program also shows how to generate alternative ideas and how to work more effectively with co-workers by sharing creative thoughts.

**"You"**

Cally Curtis Co. (1987)

954-V (one videotape) (5 min.)

This is a motivational video program that features an infant discovering the thrill of sensory perceptions. The narrator encourages viewers to hold on to childlike enthusiasm for their work.

## *Clerical, Secretarial & Telephone Skills*

**Basic Basic Telephone Skills**

Nancy Friedman

The Telephone Doctor (1992)

2441-V/92 (one videotape) (18 min.) (leader's guide)

This video looks at answering the telephone in a professional environment. It's geared toward four specific population groups: (1) young people just entering the workforce, (2) those whose previous jobs required very little customer contact, (3) people with disabilities who are working for the first time, and (4) people reentering the workforce after being absent for several years. The video identifies ten telephone "musts" that everyone answering a phone needs to know.

**Determining Caller Needs**

The Telephone Doctor (1994)

2703-V/94 (one videotape) (25 min.) (workbook) (job aids)

This video identifies effective listening and questioning skills and techniques and how and when to use them. This program is designed for administrative, support, and customer service staff, as well as all employees who interact with callers. It equips employees with the tools they need to communicate effectively with customers.

**Escape from Voice Mail Jail**

The Telephone Doctor (1997)

3660-V/97 (one videotape) (24 min.) (leader's guide) (participant workbook) (skill practice worksheet)

This humorous program shows how to be more effective when using voice mail. Tips for effective voice mail greetings and messages are presented.

**Five Forbidden Phrases**

Nancy Friedman

The Telephone Doctor (1995)

1203-V/95 (one videotape) (18 min.) (print material)

Covers five phrases telephone callers detest hearing and recommends alternatives, such as "I'll find out" for "I don't know."

**From Curt to Courteous**

Nancy J. Friedman

The Telephone Doctor (1994)

2956-V/94 (one videotape) (25 min.) (leader's guide) (workbook)

This program explains how words, voice, tone, and the telephone caller's imagination create an instant image for the caller. The second half of the program applies these ideas with a concept known as "business friendly"—the middle ground between being too cold and impersonal and being too familiar.

**How to Deal with the Foreign Accent**

Nancy Friedman

The Telephone Doctor (1992)

2440-V/92 (one videotape) (10 min.)

This video offers compelling reasons why all callers are created equal and shows techniques for making communication easier with customers with foreign accents.

**How to Handle the Irate, Angry, Rude, Unhappy, and Sometimes Abrasive Caller on the Phone**

Nancy J. Friedman

The Telephone Doctor (1989)

1418-V (one videotape) (10 min.)

Provides a four-point strategy for responding to angry, rude, or irate callers.

**Mavis Beacon Teaches Typing**

Mindscape, Inc. (1997)

3659-CD/97 (two compact disks) (user's guide)

Mavis Beacon's teaching method analyzes the learner's typing strengths, weaknesses, and rhythm, and it places the learner in lessons designed to improve his or her typing skills. Live-action video explains proper posture as well as hand exercises. Progress charts provide instant feedback. Games and varied lesson content keep practice sessions interesting. The package includes a compact disk containing 1,001 sample business letters. Computer requirements: IBM-compatible PC 486, 66 MHz processor; Windows 95 or Windows 3.1 running MS-DOS 5.0 or higher; 8 MB of RAM; SVGA video card supporting 640 x 480 x 256 colors; double-speed CD-ROM drive; Windows-compatible 16-bit sound card; a minimum of 25 MB of free hard disk space.

**On Incoming Calls**

Nancy J. Friedman

The Telephone Doctor (1993)

2452-V/93 (one videotape) (17 min.) (leader's guide)

This is a revised and updated version of a telephone management classic. It presents humorous illustrations of the three most common errors in handling telephone calls: unnecessary transfers, misuses of "hold," and failure to get the caller's name.

### **Six Cardinal Rules of Customer Service**

Nancy Friedman

The Telephone Doctor (1989)

2442-V/89 (one videotape) (20 min.) (leader's guide)

This program provides commonsense reminders for personnel who deal with customers over the phone as well as face to face. It will help viewers change old habits and fight mediocrity in the workplace. The situations shown come from real-life experiences. Viewers are shown how poor customer service can come back to haunt them.

### **Voice Mail Etiquette**

Salenger Films, Inc. (1994)

2958-V/94 (one videotape) (16 min.) (leader's guide)

This video presents specific techniques for giving and receiving voice mail messages, techniques that will help viewers avoid "voice-mail jail." Voice mail etiquette is more than good manners, it's using technology to save time and improve communications and relationships.

## ***Memory Development***

### **How to Remember Names and Faces**

Alan Butkowsky

Nightingale-Conant Corp. (1984)

365-A (two audiotapes)

This self-study program explains why names are difficult to remember, and it teaches the listener to "see" an individual's name and face in a way that quickly and permanently impresses it on the memory. The program also teaches listeners to remember the names of multiple new acquaintances.

### **Increase Your Memory Power**

Dr. Robert L. Montgomery

Learn, Inc. (1985)

1180-A (two audiotapes) (participant's guide)

This three-hour self-study program uses the associating patterns of the mind—the way a person naturally thinks—to develop powerful, accurate memory. Listeners learn to easily remember long lists, world events, and every name in a roomful of people.

### **Mega Memory**

Nightingale-Conant (1991)

3254-A/91 (nine audiotapes) (workbook) (pocket guide)

This audiotape series teaches listeners how to train their minds so that they can have perfect "instant recall" of all the things they read, hear, and think about. It explains how to "file" and "retrieve" information at a moment's notice.

### **Memory Made Easy**

Robert L. Montgomery

Learn, Inc. (1984)

1528-A/84 (three audiotapes) (3 hr.) (print material)

Discusses memory improvement; fundamental principles of remembering; how to remember names and lists; and games for practice.

## ***Professional Development***

### **Growing in Place**

Barr Media Group (1993)

2937-V/93 (one videotape) (21 min.) (discussion leader's guide)

In this video, Dr. Beverly Kaye demonstrates practical ways for employees and managers to foster self-development on the job. Here are useful strategies for ensuring that employees continue to use their energies to grow and flourish in spite of constant change, downsizing, and plateauing.

### **Professional Presence: Tips on Image, Wardrobe, and Body Language**

Coastal Human Resources (1989)

2948-V/89 (one videotape) (24 min.) (tip cards)

Susan Bixler, president of The Professional Image, Inc., shows proper business dress and etiquette for both men and women. Key training points include selecting the best colors and fabrics for business, using proper grooming techniques, using eye contact and handshakes effectively, and interpreting body language. The video can be used in communication, orientation, and employee assistance training programs.

### **Up Is Not the Only Way**

Beverly Kaye

Barr Media Group (1988)

2938-V/88 (one videotape) (25 min.) (discussion leader's guide)

In today's business climate, the supply of promotions falls far short of the people who deserve and want a promotion. In this video, Beverly Kaye, career consultant and author, shows managers that promotion is only one of six moves available for greater job satisfaction.

### **Where Do I Go from Here?**

American Management Association (1985)

2681-V/85 (one videotape) (19 min.) (leader's guide)

This video provides employees with the tools needed to set realistic, achievable career goals. Viewers learn to take personal responsibility in all stages of planning by assessing current skills, developing necessary skills, and getting help when necessary. Viewers see how three individuals—the ambitious newcomer, the employee content in his job, and the mature executive—put career planning skills into action. This video can be used to support career planning, skills assessment, management development, job enrichment programs, new employee orientation, job posting programs, and preretirement planning.

## ***Public Speaking***

### **Be Prepared to Speak**

Kantola-Skeie Productions (1985)

777-V (one videotape) (27 min.)

Using dramatization, this video covers three aspects of effective public speaking: writing, presentation, and overcoming stage fright.

### **Bravo! What a Presentation!**

American Management Association (1985)

914-V (one videotape) (17 min.)

Actor-comedian John Brenner discusses the principles of knowing your audience, preparing thoroughly, and making a good delivery.

**Effective Speaking for Managers**

Robert L. Montgomery

Learn, Inc. (1984)

1666-A/84 (four audiotapes) (print material)

Discusses the anatomy of a presentation; special elements of a platform speech; effective person-to-person speaking; and how to conduct a meeting, discussion, or conference.

**Get to the Point, Keep to the Point**

Cally Curtis Co. (1989)

1191-V (one videotape) (25 min.)

Urges all who make presentations in the workplace to keep them short and to the point. Whether delivering an oral report to a supervisor, speaking to a small group, or briefing a large group, the presenter needs to carefully plan the presentation, identify four or five main points, and deliver them with speed.

**Increase Your Speaking Power**

Robert L. Montgomery

Learn, Inc. (1987)

1179-A (two audiotapes) (1 hr.)

Emphasizes the importance of communication in leadership and offers a list of do's and don'ts for effective public speaking.

**Norman Gives a Speech**

MTI Film & Video (1989)

1385-V (one videotape) (8 min.)

Illustrates the things that can go wrong in preparing and presenting a speech.

**PowerSpeak**

Dorothy Leeds

DSI Micro (1988)

1635-A/88 (six audiotapes) (print material)

Discusses breaking the fear barrier; six major speaking faults; power language; making humor an ally; building vocal power; stage managing tips and techniques; and fine-tuning power speaking.

**Putting Power, Punch and Pizzazz into Your Presentation**

Robert W. Pike

The Training Edge (1997)

3750-V/97 (one videotape) (2 hr.) (workbook)

This video seminar focuses on practical ways to tailor a message to the target audience, motivate participants, and encourage active listening and involvement. The program is designed to help professionals at every level to improve and energize their presentations. The program also demonstrates the use of teletraining as Robert Pike involves his satellite audience in the instruction.

**Speak Without Fear**

Jan D'Arcy

Nightingale-Conant Corp. (1985)

855-A (six audiotapes) (participant's guide)

This program promises to help listeners learn to speak without fear. It consists of 12 segments of instruction on topics ranging from "defining a winning image" to "creating a powerful message." All the elements of creating, researching, structuring, and delivering a speech are discussed.

**Speaking Effectively . . . To One or One Thousand**

CRM Films (1992)

2450-V/92 (one videotape) (23 min.) (leader's guide)

This video speaks directly to people's feelings of anxiety and discomfort when called on to speak before a group. It is designed to help the viewer become a better, more accomplished speaker.

# Reading & Writing

## Basic Steps for Better Business Writing

Dianna Booher

The Training Edge (1985)

3752-V/85 (five videotapes) (5 hr.) (leader's guide) (participant workbook)

This videotape-based training program addresses the thinking process behind writing by introducing five basic steps for writing memos, letters, reports, proposals, procedures, and manuals:

- Step 1: Consider your audience.
- Step 2: Anticipate special problems in your reader's reaction.
- Step 3: Outline your message functionally.
- Step 4: Develop the first draft.
- Step 5: Edit for content, grammar, conciseness, style, and clarity.

The program focuses on practice, not theory, and on specifics, not generalities. It consists of five videotapes, each running about an hour. The program requires 15–20 hours to complete, including practice exercises.

## Business Writing Skills

Debra Smith

CareerTrack Publications (1989)

1863-V/89 (two videotapes) (2 hr.)

Part I discusses how to get one's ideas read and acted on: the essentials of good writing, revising, and polishing. Part II discusses how to add clarity and style to one's writing: shortcuts and secrets to good writing.

## Editscope (1993)

Aztec Software

*Editscope* is a six-module program on the mechanics of writing. It is a computer-assisted training program requiring an IBM-compatible PC with 256K of memory. Instruction is interactive, and there are pretests and post-tests in each module. Rules, guidelines, and examples precede each set of exercises. The program works on color or monochrome monitors.

### Editscope (Diagnostic)

2463-D (one diskette)

The *Diagnostic* module contains five evaluation exercises to help determine where the user should concentrate his or her efforts.

### Editscope (Evaluator)

2469-D (one diskette)

This software program evaluates users' competencies and recommends areas of studies. Testing is provided through a randomly assigned pretest of approximately 150 questions which correspond to the areas taught in Aztec's *Editscope* software. Three equivalent post-tests are used to show improvement and determine if further study is necessary. Approximate time is one to two hours. Place markers allow the user to exit the program while testing and return to complete the test at a later time. All instructions for use appear on the screen. No previous computer experience is required of the user.

### Editscope (Formatter)

2467-D (one diskette)

The *Formatter* module teaches the correct design and layout for various types of written communication.

### Editscope (Grammarian)

2465-D (two diskettes)

The *Grammarian* module teaches twelve grammatical and language techniques necessary for correct and effective writing.

**Editscope (Proofreader)**

2468-D (one diskette)

The *Proofreader* module teaches perceptual skills, methods of scanning and spotting errors, and techniques for accurate proofreading.

**Editscope (Punctuator)**

2464-D (one diskette)

The *Punctuator* module teaches the correct use of the twelve most common punctuation marks.

**Editscope (Speller)**

2466-D (one diskette)

The *Speller* module teaches clues to help the user learn the correct pronunciation of words, the meaning of troublesome words, and basic spelling rules.

**Effective Editing**

Dianna Booher

Employee Development Systems, Inc. (1994)

3751-CD/94 (one CD-ROM)

This is an interactive, self-study CD-ROM program. Learners improve written documents in the following areas: content and layout, conciseness, style, and clarity. Tips and checklists help learners put it all together to create a well-written document. The program is part of the Dianna Booher Series of writing courses. System requirements: 66 MHz or faster computer; 2X internal CD-ROM drive, sound card, 256 colors at 640 x 480; and Windows 3.1 or later.

**The Elements of Style**

Charles Osgood

Paperback Video Publishing, Inc. (1988)

989-V (six videotapes) (3 hr. 57 min.) (instructor's guide) (exercises & activities)

CBS News anchorman Charles Osgood narrates key parts of the classic work *The Elements of Style*, by Strunk and White. The program focuses on correct use of the English language and identifies common mistakes in grammar and word usage. It includes short practice exercises.

**Five Minutes a Day to Perfect Spelling**

Kevin Trudeau, J. Mark Dufner

Nightingale-Conant (1993)

3268-A/93 (six audiotapes) (workbook)

This audiotape series helps listeners learn to condition their minds so that they can spell words correctly without memorizing complicated and time-consuming spelling rules.

**Good Grief, Good Grammar**

Dianna Booher

American Media, Inc. (1995)

2972-CD (one CD-ROM) (guide booklet)

This CD-ROM program provides interactive, self-study instruction on the parts of speech, subject-verb agreement, verbs, and pronoun agreement. Usage, spelling, and capitalization tips are also covered. System requirements: IBM or compatible computer, 25 MHz or greater with 640 K memory; standard VGA monitor; DOS 3.0 or higher; CD-ROM drive with headphone or speaker jack; headphones or speakers. An audio card is not needed.

**Grammar for Business Professionals**

Pat Cramer

CareerTrack Publications (1988)

1857-A/88 (six audiotapes)

Writing expert Pat Cramer demystifies the world of grammar, word usage, sentence structure, and punctuation. The program includes tips on avoiding confusing word constructions, dangling participles, and misplaced modifiers; principles of word division; and a listing of frequently misspelled words.



**Powerful Business Writing Skills**

Richard Andersen

National Seminars, Inc. (1987)

1866-A/87 (six audiotapes)

Provides tips on how to write clearly and logically, overcome writer's block, prepare business correspondence and reports, and gain the reader's attention.

**Reading Dynamics**

Evelyn Wood

American Learning Corp. (1979)

1534-A/88 (six audiotapes)

Presents instruction on increasing reading speed and improving comprehension and retention.

**Speed Learning**

Learn, Inc. (1989)

1806-A/89 (four audiotapes) (three workbooks) (one answer key) (four practice novels)

Explains how to increase reading comprehension and retention. Entire package takes about 30 hours to complete.

**Speed Reading**

Dick Cavett

Time-Life Video (1986)

1821-V/86 (two videotapes) (1 hr.) (lesson plan outline) (drill book) (practice novel)

Hosted by Dick Cavett, this program presents a speed reading system, reinforced by reading exercises. It focuses on skimming, acquiring better study habits, and enlarging vocabulary.

**Speed-Reading Self-Taught**

National Institute of Business Management (1979)

1475-A/79 (four audiotapes) (program book) (practice manual)

This twelve-hour self-study program teaches the listener to double or even quadruple his or her reading speed while maintaining good comprehension. The program is composed of a pretest, seven preparation units, and a post-test. Instruction is provided on audiotape and is supplemented by practice readings and pencil-and-paper exercises.

**Wordscope**

Computer Action Learning, Inc. (1984)

1053-D (six diskettes)

*Wordscope*, a computer-assisted training program, identifies and explains five major barriers to effective writing; enables the user to identify and eliminate barriers to becoming a good writer; and provides challenge and entertainment through exercise-games that reinforce the learning process. System requirements: IBM-based PC with at least 256K of memory.

## ***Stress Management***

**Achieving Balance: How to Handle the Stress of Work and Family Life**

Great Performance, Inc. (1990)

2090-V/90 (one videotape) (15 min.) (participant's guidebook) (optional training kit containing overhead transparencies and slides)

Whether it's dealing with an unexpected crisis or juggling the routine but conflicting demands of work and family, achieving balance between work, personal, and family life isn't easy. This video helps participants identify and understand the sources of work and family stress and learn critical skills and strategies for managing work and family stress and achieving balance. *Note:* Requester should indicate whether training kit is required.

**How to Manage Stress**

Gary Fellows

National Seminars, Inc. (1985)

361-A (six audiotapes) (print material)

In this program, Dr. Fellows tells how to get the most out of each day while avoiding dangerous levels of stress. The listener learns how to recognize the signals of overstress, how to deal with ten stressful business situations, how to create a less stressful work environment, and how to prepare for high-stress periods.

**Journeys: A Personal Approach to Handling Change**

Great Performance, Inc. (1991)

2447-V/91 (one videotape) (15 min.) (participant's guidebook) (optional training kit containing overhead transparencies and slides)

This program presents core skills for handling change: learning about yourself; anticipating what's on the horizon; building your stamina for the road ahead; and developing a self-care routine.

*Note:* Requester should indicate whether training kit is required.

**Power Under Pressure**

Robert Kriegel

Nightingale-Conant Corp. (1986)

353-A (four audiotapes)

Describes how to perform at peak levels under pressure.

**Stress: You're in Control**

American Media, Inc. (1987)

2101-V/87 (one videotape) (23 min.) (training leader's guide)

What are the five most common warning signs of stress? What are the four main causes of stress?

Viewers learn the answers to these questions and discover seven techniques for controlling stress.

**Stress & Productivity: A Manager's Guide**

MTI Film & Video (1989)

1417-V (one videotape) (25 min.) (leader's guide) (participant's workbook)

Portrays two mid-level managers dealing with stress and the symptoms of chronic stress.

**Stress Management: A Positive Strategy**

Time-Life Video (1990)

1822-V/90 (two videotapes) (2 hr. 30 min.) (lesson outline) (course handbook)

Outlines strategies for coping effectively with stress: becoming aware of sources of stress; responding to stress; managing feelings and reactions; practicing relaxation techniques; using problem-solving and communication skills; balancing work, health, and personal life.

**Stress Management for Professionals**

Roger Mellot

CareerTrack Publications (1985)

527-A (four audiotapes)

This program addresses stress at its core: self-esteem. Listeners learn the six elements of living a less stressful life, how to confront hidden stressors, how to handle conflict and difficult people, and how to create a balance between work life and home life. Quick "stress reliever" tips are also discussed, which relate to diet, exercise and relaxation.

**SEMINAR****Stress Management**

Julia Smith Gibbons, Isaiah Zimmerman

Workshop for Judges of the Sixth Circuit (May 1998)

3598-A/98 (one audiotape)

# *Time Management*

## **Controlling Interruptions**

Verne Harnish

CareerTrack Publications (1991)

1831-A/91 (two audiotapes)

Explains ways to handle interruptions by blocking, delegating, and prioritizing. Helps viewers decide which intrusions they can control and what to do about those they can't.

## **Doing It Now**

Edwin C. Bliss

Simon & Schuster Sound Ideas (1986)

710-A (one audiotape) (50 min.)

This program demonstrates twelve steps for eliminating procrastination. Listeners learn the reasons underlying the decision to postpone, as well as how to develop a five-minute game plan for turning distasteful tasks into achievements.

## **First Things First!**

S. R. Covey, A. R. Merrill, R. R. Merrill

Nightingale-Conant (1996)

3269-A/96 (six audiotapes) (workbook)

Move from time management to life management. This program will help you learn how to set and achieve principle-centered goals, overcome the tremendous gravity of habit, turn your resolutions into reality, and create synergy between your roles and goals.

## **Gaining Control: Five Keys to Freedom and Success**

Hyrum Smith

The Training Edge (1995)

3753-V/95 (one videotape) (2 hr.) (print material)

This video program shows viewers how to go beyond managing time to managing life. Hyrum Smith, CEO and cofounder of Franklin Quest Co., introduces the Franklin Reality Model, a tool viewers can use to determine what's most important in their lives. The strategies presented in the program will help viewers make positive, permanent life changes that lead to greater peace of mind and improved relationships.

## **How to Get More Done**

John Cleek

National Seminars, Inc. (1985)

3653-A/85 (six audiotapes) (print material)

This program explains how to get more done without working harder or longer. The listener uses a self-assessment, time logs, and other time-management tools to identify potential time-wasting interactions. The listener also learns methods for eliminating time wasters or keeping them from interfering with the processes of prioritizing, goal setting and decision making.

## **How to Get Things Done**

National Press Publications, Inc. (1987)

1867-A/87 (six audiotapes) (print material)

Presents the principles of self-management and self-motivation: developing a master plan and personal time budget; creating a productive work environment; guarding against setting impossible goals; communicating more effectively; and conquering procrastination.

## **How to Get Things Done**

Fred Pryor Seminars, Inc. (1988)

1868-A/88 (six audiotapes) (print material)

This is a series of presentations made at a Fred Pryor seminar of the same name. It highlights time management, personal effectiveness, delegation, and timesaving and energy-saving measures.

**How to Master Your Time**

Brian Tracy

Nightingale-Conant Corp. (1984)

1491-A/89 (six audiotapes) (6 hr.)

Topics covered include the benefits of time management; setting goals and objectives; getting organized; establishing priorities; getting things done; timesaving techniques; and overcoming procrastination.

**How to Organize Yourself to Win**

Kathleen L. Hawkins, Peter A. Turla, and David Wagemaker

National Management Institute (1988)

1289-A (six audiotapes) (participant's guide)

This program provides easy-to-use techniques to help listeners become better organized. Listeners learn to focus on meaningful objectives in order to get ahead and stay ahead. Program topics include motivating yourself and others; planning and scheduling your day; setting and achieving goals; avoiding interruptions; making telephone time count; delegating effectively; and organizing your desk, office, and briefcase.

**Making Your Time Count**

Tarragon Training International (1994)

3393-CD/94 (one CD-ROM) (facilitator's guide) (student guide)

This interactive program provides the learner with techniques for managing time to ensure that results are achieved on the job. Key training points are learning the fundamental principles of time management, focusing on results, prioritizing activities, setting goals, developing subgoals, and overcoming procrastination. System requirements: 486/33 DX PC; dual-speed CD-ROM drive and 16-bit audio card; Windows 3.1; 8 MB of RAM; 5 MB of free hard disk space.

**Time Management: Keeping the Monkey off Your Back**

Bureau of Business Practice (1991)

1833-V/91 (one videotape) (leader's guide)

Humorously illustrates the time-management principles of William Oncken. Shows that supervisors can manage more efficiently by clearly assigning responsibility for tasks and problems to the subordinates best suited to handle them.

**Time Management for Secretaries and Administrative Assistants**

Debra Smith

CareerTrack Publications (1989)

1955-A/89 (two audiotapes)

This is a comprehensive instructional program on time management. Listeners learn eight strategies for effectively handling paperwork, twelve strategies for getting others to respect their time, and twenty-eight techniques for preventing interruptions.

**The Time of Your Life**

Cally Curtis Co. (1987)

502-V (one videotape) (27 min.) (meeting guide)

This is the updated version of the film *The Time of Your Life*, which was originally produced in 1974. This video is based on the research of Alan Lakein. The theme of the video is "To waste time is to waste life. To master your time is to master your life." Viewers learn to develop concrete skills for gaining mastery over time, their jobs, and their lives.

**Time Trap II**

American Media, Inc. (1990)

2105-V/90 (one videotape) (training leader's guide)

This video illustrates successful techniques developed by an authority on time management, Dr. Alec Mackenzie. It will help the viewer escape the "time trap" and put time on his or her side.

# SENTENCING

*see also* APPELLATE COURTS; PROBATION & PROBATIONER SERVICES

## **Sentencing and Other Criminal Post-trial Matters**

Anna Diggs Taylor, Richard P. Conaboy

FJC Production (1995)

2783-V/95 (two videotapes) (1 hr. 19 min.) (print material); 2783-A/95 (two audiotapes) (1 hr. 19 min.) (print material)

Using a hypothetical case, this program provides an overview of the sentencing process, with particular emphasis on the Sentencing Reform Act, guideline sentencing, and the role of the court, counsel, and the probation officer in sentencing. It also examines selected post-trial matters, including both pending sentencing and appeal. The program includes commentary by Judge Richard P. Conaboy, chair of the U.S. Sentencing Commission, and by Judge Anna Diggs Taylor (E.D. Mich.). For use in the orientation of district judges.

## **SEMINARS**

### **Aftermath of *Koon v. United States*: Discretion and Departures in the Federal Courts**

David N. Yellen, Julie R. O'Sullivan

National Workshop for District Court Judges I (May 1997)

3355-A/97 (one audiotape)

### **Dialogue with the "New" U.S. Sentencing Commission**

Richard P. Conaboy, Wayne A. Budd, Julie E. Carnes, Michael S. Gelacak, Michael Goldsmith, Deanell R. Tacha, John R. Steer

National Workshop for District Court Judges II (July 1995)

2852-A/95 (one audiotape)

Includes detailed discussion of the February 1995 report to Congress, "Cocaine and Federal Sentencing Policy," and the proposed guideline ratio of crack cocaine to powder cocaine from 100-to-1 to 1-to-1.

### **Guideline Sentencing for Magistrate Judges**

Tommy E. Miller, Lisa Margaret Smith

National Workshop for U.S. Magistrate Judges (July 1997)

3465-A/97 (one audiotape)

### **Guideline Sentencing: Significant Case Law Developments and Recent Guideline Amendments**

Sharon O. Henegan, Pamela G. Montgomery

Workshop for Judges of the Third Circuit (Apr. 1996)

3089-A/96 (one audiotape)

### **Judicial Discretion Under the Guidelines**

Sharon O. Henegan, Pamela G. Montgomery

National Workshop for District Court Judges II (July 1995)

2857-A/95 (one audiotape)

Focusing on existing areas of judicial discretion, a panel discusses decisions judges must make, the importance of the court's role as fact finder and its integral link to discretion, and recent amendments that expand discretion.

**Judicial Discretion Under the Guidelines**

L. Russell Burrell, John R. Steer

National Workshop for District Judges III (Sept. 1995)

2917-A/95 (one audiotape)

Focusing on existing areas of judicial discretion, a panel discusses decisions judges must make, the importance of the court's role as fact finder and its integral link to discretion, and recent amendments that expand judicial discretion.

**Judicial Discretion Under the U.S. Sentencing Guidelines**

L. Russell Burrell, Andy Purdy

National Workshop for District Court Judges I (Mar. 1995)

2745-A/95 (one audiotape)

**Meet the "New" U.S. Sentencing Commission**

Richard P. Conaboy, Wayne A. Budd, Julie E. Carnes, Michael S. Gelacak, Michael Goldsmith, Deanell R. Tacha

National Workshop for District Court Judges II (July 1995)

2851-A/95 (one audiotape)

Following four presidential appointments in October 1994, the U.S. Sentencing Commission was for the first time composed entirely of members who were not drafters of the original guidelines. Judge Conaboy, the new chair, discusses his philosophy of sentencing and his vision for the future. The other commissioners describe a number of projects now under way, including the "Cocaine and Federal Sentencing Policy" report to Congress and a project for simplifying the guidelines.

**Philosophy of Judging: Reclaiming Discretion**

Jeffrie G. Murphy

National Workshop for District Court Judges II (July 1995)

2837-A/95 (one audiotape)

**Sentencing Guidelines—Video Orientation for Newly Appointed District Judges**

L. Russell Burrell, Andy Purdy

Video Orientation Seminar for Newly Appointed District Judges (Feb. 1998)

3572-A/98 (six audiotapes)

Sentencing Reform and Guideline Sentencing; The Presentence Investigation: Process and Report; Pleas, Agreements and Stipulations; Resolution of Disputed Sentencing Factors; Appellate Review; Guidelines Application: Determining the Offense Level; Relevant Conduct; Mandatory Minimums; Substantial Assistance; "Safety Valve"; Guidelines Application: Determining Criminal History Category; "Overrides": Career Offender, Armed Career Criminal; Sentencing Options; Fines; Restitution; Ex Post Facto; Departures; Imposing a Sentence; Other Post-Sentencing Matters.

**Sentencing Issues**

L. Russell Burrell

Workshop for Judges of the Eleventh Circuit (Mar. 1998)

3565-A/98 (one audiotape)

A discussion of sentencing issues, with a focus on financial penalties and substantial-assistance reductions.

**Sentencing Workshop**

Daniel J. Freed, Nancy Gertner, Michael M. Mihm

Orientation Seminar for Newly Appointed District Judges (June 1998)

3615-A/98 (one audiotape)

**Special Problems in Guideline Sentencing**

L. Russell Burrell, Frank Larry, Pamela G. Montgomery  
Orientation Seminar for Newly Appointed District Judges (June 1997)  
3383-A/97 (two audiotapes)

## SETTLEMENT

*see also* ALTERNATIVE DISPUTE RESOLUTION; COMPLEX LITIGATION

### SEMINARS

**Advanced Settlement Techniques: Breaking an Impasse**

Celeste F. Bremer, Michael L. Thompson  
Workshop for U.S. Magistrate Judges (July 1998)  
3624-A/98 (one audiotape)

Covers advanced techniques in mediation-format judicial settlement conferences. Presents an analysis of the mediation framework and a demonstration of skills needed to move the parties to resolution, with a focus on the mediator's style. Addresses methods for breaking an impasse, including expanding process, improved communications, dealing with emotions, and returning responsibility for success to the parties.

**How To Be a Settlement Judge**

Michael R. Hogan  
National Workshop for U.S. Magistrate Judges (July 1997)  
3479-A/97 (one audiotape)

**Mediation Techniques in Settlement Conferences**

Dennis L. Beck, Celeste F. Bremer, Robert B. Collings, Carol E. Heckman, Peggy E. Patterson, Philip M. Pro, Joel E. Rosen  
Orientation Seminar for Newly Appointed U.S. Magistrate Judges (Oct. 1997)  
3506-A/97 (one audiotape)

**Settlement Conference Techniques and ADR in Federal Courts**

Eric Green  
Orientation Seminar for Newly Appointed District Judges (Nov. 1996)  
3294-A/96 (one audiotape)

An overview of the forms of ADR, with an emphasis on settlement conferences. Issues discussed include format, whether to require parties to be present, the prehearing conference, opening statement by the court, ethical concerns, private caucuses, dealing with difficulties, gap-closing, breaking impasses, closure, and enforcement.

**Settlement: The Expanding Role of Judges as Mediators**

William L. Dwyer, Edward J. Brunet, Charles S. Burdell, Judith N. Keep, Edward Rafeedie, Pamela A. Rymer  
Workshop for Judges of the Ninth Circuit (Feb. 1994)  
2810-A/94 (one audiotape)

**Settlement: What Judges Should Do, and How to Do It**

Michael R. Hogan

Workshop for Judges of the Ninth Circuit (Feb. 1994)

2809-A/94 (one audiotape)

## SOCIAL SECURITY

### SEMINAR

**Magistrate Judges Are from Mars—Administrative Law Judges Are from Venus, or How I Learned to Love Social Security Cases**

Charles Boyer, Jeffrey S. Wolfe, Steven D. Pepe

National Workshop for U.S. Magistrate Judges (July 1997)

3481-A/97 (one audiotape)

An open and continuing dialogue between the courts and the Office of Hearings and Appeals of the Social Security Administration.

## SUPREME COURT OF THE UNITED STATES

*see also* CIVIL RIGHTS; CONSTITUTIONAL LAW

**Super Chief: The Life and Legacy of Earl Warren**

DBA Resolution, Inc./California Newsreel (1990)

2713-V/90 (one videotape) (1 hr. 28 min.)

This documentary revisits some of Warren's key decisions through the commentary of legal scholars on both sides of the issues, as well as the memories of some of the millions of Americans whose lives were touched by these cases. *Super Chief* contemplates the paradox of this genial, flag-waving Baptist and Republican presidential hopeful who as Chief Justice sparked a revolution throughout America.

**This Honorable Court**

WETA-TV (1988)

956-V (two videotapes) (2 hr.)

This is a two-part series about the history and day-to-day operations of the Supreme Court, featuring interviews with justices and their law clerks.

## TRAINING SPECIALISTS

**Delivering Effective Training**

United Training Media (1996)

3412-V/96 (one videotape) (21 min.) (training manual) (three training guides) (transparency masters available on request)

This program enables employees of all experience levels to master the techniques of delivering effective training. New trainers, managers, and team leaders can explore various delivery methods, learn the five steps for designing a learning experience, discover how to generate discussion, and practice the most effective training techniques.



**Developing an Employee Orientation and Training Program**

Charles M. Caldwell

American Management Association (1990)

1715-A/90 (six audiotapes) (workbook)

This program is designed for managers and supervisors who provide orientation and training for all employees, new or old, permanent or temporary. Features realistic situations and scenarios and offers practical approaches to assessing an orientation and training program. Topics covered include an orientation overview, permanent employee orientation, fast-track orientation, training new employees, and developing the training plan.

**Fifteen Techniques for Increasing Transfer of Training**

Scott B. Parry

American Society for Training and Development (1986)

504-V (one videotape) (1 hr.)

This is a lecture on supervisory and management development training by Scott Parry to the American Society for Training and Development Conference. He describes fifteen actions trainers can take to improve the chances of people using on their jobs what they learned in a training session.

**How to Set Up and Maintain a Training Library**

CareerTrack Publications (1993)

3239-V/93 (one videotape) (41 min.) (print material)

A training library that is properly managed, well stocked, aggressively promoted, and actively used is an asset to any organization and an ongoing benefit for its employees. This video teaches where to locate the library, how to staff it, and what "rules and regs" it will need to run efficiently. The video provides tips on how to stock a library with a solid collection of current, high-quality training materials at a reasonable cost.

**How to Train with Video**

CareerTrack Publications (1994)

3240-V/94 (one videotape) (27 min.) (print material)

This video shows trainers how to get the most out of videotapes used with training programs.

**How to Use Video in Training**

Robert W. Pike

CRM Films (1997)

3754-V/97 (one videotape) (30 min.)

In this video, Robert Pike demonstrates the best ways to maximize the effectiveness of training videos. The program was filmed at the 1997 Creative Training Techniques Train-the-Trainer Conference.

**Introduction to the Federal Judicial Television Network (FJTN)**

FJC Production (1998)

3671-V/98 (one videotape) (5 min.)

This program describes how the advent of satellite broadcasting is expanding the programming available to the courts from the Federal Judicial Center, the Administrative Office of the U.S. Courts, and the U.S. Sentencing Commission. It highlights new, more convenient viewing options for informational and educational broadcasting and emphasizes the addition of interactive teletraining to the agencies' range of training options.

**Make Training Worth Every Penny**

United Training Media (1994)

2702-V/94 (one videotape) (18 min.) (discussion guide)

*Making Training Worth Every Penny*, developed by Dr. Jane Holcomb, an innovator in evaluation and transfer of learning, helps managers learn how to identify their management style and to choose appropriate employee evaluation methods. The video offers practical skills for working with employees to maximize results before training, during transition, and after training.

**Partners in Training**

FJC Production (1997)

3338-V/97 (one videotape) (21 min.)

This video describes the many training, education, and skill-development services the Federal Judicial Center provides to federal court employees. Court executives, managers, supervisors, training specialists, and probation officers discuss how specific FJC programs and products have helped court staff do their jobs better.

**Training Needs Assessment**

Bureau of Business Practice (1989)

1812-V/89 (one videotape) (25 min.) (guidebook)

This video explains how to deal with problems caused by a lack of trained personnel. It emphasizes the importance of conducting routine needs assessments and explains how to map out a training strategy.

**Training the Trainer**

USA Training (1985)

This series of 14 videotapes is designed for the novice trainer. Each 30-minute module in the series, complete with workbook, focuses on specific processes, methods, or techniques a trainer can use to design, develop, and implement work-related training activities for adult learners. Titles and catalog numbers in the recommended sequence are as follows:

- *The Elements of Effective Training*, 3426-V/85
- *Planning for Effective Training*, 3429-V/85
- *Developing and Writing Training Objectives*, 3430-V/85
- *Learning: How It Occurs*, 3431-V/85
- *Instructing to Facilitate Learning*, 3427-V/85
- *Methods for Teaching Skills*, 3432-V/85
- *Methods for Teaching Information*, 3433-V/85
- *Principles of Visual Training*, 3434-V/85
- *Using Visual Aids Effectively*, 3435-V/85
- *Measuring Instructional Effectiveness*, 3436-V/85
- *Developing and Using Lesson Plans*, 3437-V/85
- *On-the-Job Training*, 3428-V/85
- *Teaching Your First Class*, 3438-V/85
- *Administering the Training Program*, 3439-V/85

**You'll Soon Get the Hang of It**

Video Arts, Inc. (1995)

2535-V/95 (one videotape) (29 min.) (discussion guide) (briefcase booklet)

Most of the learning that occurs in the workplace takes place in groups of two: one person who knows the job and one who is trying to learn it. This video aims to teach everyone the basic psychology of training and motivation, and to show them how to apply these techniques and skills when teaching a trainee in the workplace. Key topics discussed in the video include the two different aspects of preparation for on-the-job training; how to organize the training to fit in with the three basic ways people learn; and how to use different sorts of motivation at the three different stages of training.

# TRIBAL JURISDICTION

## SEMINARS

### **Conference on the Adjudication of Child Sexual Abuse Cases Occurring in Indian Country (Sept. 1996)**

#### **Welcome; Introduction and Preview of the Conference; The Act of Child Sexual Abuse**

Rya W. Zobel, Robert A. Luke, Jr., Robb M. Jones, Ada Melton, Larry Wissow  
3185-A/96 (one audiotape)

Addresses the following issues: what is child sexual abuse and what are its symptoms, who commits child sexual abuse in Indian Country, and where is it usually committed.

#### **Reporting Commission of the Act**

Ada Melton, Jesse Delmar, Rhonda Backinoff, Robb M. Jones  
3186-A/96 (one audiotape)

Discusses reporting requirements and reporting practices in both tribal and federal settings.

#### **Initial Investigation**

Joe Lodge, Larry Wissow, Jesse Delmar, Augustine Abeita, Beth Overholt  
3187-A/96 (two audiotapes)

Discusses evidentiary issues in the initial investigation and details some of the legal and practical problems involved in both the tribal investigation and the federal investigation.

#### **Post-Investigation Action**

William Johnson, Geraldine Benally, Stephen Wall, Jan Morris, Tom Hannis, Rhonda Backinoff, Robert W. Ionta, Doris Honhongva, Steve McCue  
3188-A/96 (two audiotapes)

Discusses post-investigation tribal and federal action. Issues discussed include prosecution in the tribal court and the ramifications of that proceeding; prosecution in the federal court and the ramifications of that proceeding.

#### **If the Accused Goes to Trial in the Tribal Court; Disposition in the Tribal Court; Question and Answer Session**

Geraldine Benally, Jan Morris, Stephen Wall, William Johnson  
3189-A/96 (two audiotapes)

Discusses the role of the tribal judge and summarizes the tribal proceedings, including special problems in the tribal court.

#### **If the Accused Goes to Trial in the Federal Court**

John E. Conway, Robert W. Ionta, Roe Bubar, Beth Overholt, Jon Sands  
3190-A/96 (one audiotape)

Discusses the role of the federal judge and summarizes the federal proceedings, including special problems in the federal court.

#### **Post-Trial and Presentencing in Federal Court; Sentencing in the Federal Court; Question and Answer Session**

Earl H. Carroll, Janice Lowenberg, Judith Becker, Rhonda Backinoff, Jon Sands, John E. Conway  
3191-A/96 (two audiotapes)

Discusses the implications of a guilty verdict. Issues discussed include bail revocation, preparation of a presentence report, the sentencing hearing, and potential sentences and their implications.

**The Offender's Future**

Judith Becker, Rene Green

3192-A/96 (one audiotape)

Addresses the following questions: What challenges face tribal and federal authorities following disposition or sentencing? How are tribal and federal conditions on the defendant's behavior enforced? Is restitution available for the victim's healing expenses? How can the defendant participate in treatment? What problems are raised by the repeat offender?

**The Victim's Future**

Judith Becker

3193-A/96 (one audiotape)

Addresses the following questions: How can the victim receive treatment, be protected from repeat offenses, cope with community social pressures, and not become an offender as an adult?

**The Community's Role in Prevention, Protection, and Prosecution**

Lawrence L. Piersol, Rene Green, Mary Morgan

3194-A/96 (one audiotape)

Discusses how communities, organizations, and governments can work together to reduce the occurrence of sexual abuse, protect children from known and unknown offenders, and improve prosecution in tribal and federal courts.

**Tribal Jurisdiction**

Final Discussion and Wrap-up

Ada Melton, Robert A. Luke, Jr.

3195-A/96 (one audiotape)

**Indian Law Issues**

William C. Canby, Jr., Rodney B. Lewis

Workshop for Judges of the Ninth Circuit (Jan. 1996)

3032-A/96 (one audiotape)

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The Federal Judicial Center is the research and education agency of the federal judicial system. It was established by Congress in 1967 (28 U.S.C. §§ 620–629), on the recommendation of the Judicial Conference of the United States.

By statute, the Chief Justice of the United States chairs the Center's Board, which also includes the director of the Administrative Office of the U.S. Courts and seven judges elected by the Judicial Conference.

The Director's Office is responsible for the Center's overall management and its relations with other organizations, including state and foreign courts, through the Interjudicial Affairs Office. Its Systems Innovation & Development Office provides technical support for Center education and research. Communications Policy & Design edits, produces, and distributes all Center print and electronic publications, operates the Federal Judicial Television Network, and through the Information Services Office maintains a specialized library collection of materials on judicial administration.

The Court Education Division develops and administers education and training programs and services for nonjudicial court personnel, such as those in clerks' offices and probation and pretrial services offices, and management training programs for court teams of judges and managers.

The Judicial Education Division develops and administers education programs and services for judges, career court attorneys, and federal defender office personnel. These include orientation seminars, continuing education programs, and special-focus workshops.

The Research Division undertakes empirical and exploratory research on federal judicial processes, court management, and sentencing and its consequences, often at the request of the Judicial Conference and its committees, the courts themselves, or other groups in the federal system. Its Federal Judicial History Office develops programs relating to the history of the judicial branch and assists courts with their own judicial history programs.